

_____	_____
(Applicant's Signature)	(Please Print Name)
_____	_____
(Organization)	(Home Phone) (Business Phone)
_____	_____
(Address)	(City, State, Zip)
_____	_____
Director of Operations & Facilities Management	Charges
_____	_____
Secretary of the Board of Education	Date Approved by the Board of Educ.

*****Applicant has provided a **Certificate of Insurance** and is on file in the Business Office:

Yes ___ No ___

Please Note: It Is Your Responsibility To Notify Us Of Any Special Needs In Writing

FEE SCHEDULE:

Custodial Fee: \$30.00 per hour (**each**)

\$45.00 per hour for Saturday and after 10:00 PM weeknights

\$60.00 per hour for Sunday and Holidays

Cafeteria Worker charges: Cost of Food Service Company Employees

Auditorium Use: Performance: \$300.00 for 4 hours; additional hours \$75.00 per hour
Practices: \$50.00 per use

Cafeteria Use: \$300.00 for 4 hours

Performing Arts Center: \$300.00 for 4 hours

Gym Use: \$300.00 for 4 hours

Classroom Use: \$30.00 per hour

Kitchen Use:** \$75.00 per hour

Lighting Boards: \$100.00 for 4 hours

Sound Boards: \$100.00 for 4 hours

Fields: \$50.00 per use, or \$250.00 for the individual sport's season

**plus expense of Food Service Company Employees

CONDITIONS OF USE

1. Request for use of facilities must be submitted to Business Administrator/Board Secretary 4 weeks prior to desired use.
2. Organization will only be permitted on premises 10 minutes before start time and must be off premises 10 minutes after end time.
3. The use of school facilities shall in no way interfere with the regular school program or activities.
4. All applications must be filed in the Office of the Business Administrator/Board Secretary at least four weeks prior to the activity and must be signed by a responsible officer of the group applying for such use.
5. Use of facilities is not permitted on holidays and selected school vacations.
6. Organizations or individuals that use the facilities shall reimburse the Board of Education for the expense incurred by any damage, which may be done and shall hold the Board of Education harmless from any obligations or liability.
7. The use of tobacco, alcoholic beverages, or controlled dangerous substance is prohibited in all public school facilities and on all Board of Education property.
8. No food is to be carried or eaten away from the cafeteria or other designated areas.
9. No use of the facilities will be granted to non-school organizations without specific arrangements for a school custodian to be present throughout the entire time that the building is used.
10. Special school facilities (scoreboards, stage equipment, etc.) will require the use of school employees trained in the use of that facility, and such cost may be an additional fee.
11. Kitchens and kitchen equipment are not to be used without authorization. If authorized, cafeteria personnel must be present.
12. When required, the school will provide police or fire coverage, and the cost of their services will be added.
13. All school equipment, such as projectors, spotlights, record players, amplifiers, and stage scenery must be specifically requested on the application.
14. Special permission must be obtained for decorating, installing scenery, moving or tuning the pianos, or bringing anything in from outside. All items must be flameproof.
15. Sponsoring organizations must confine their activity to areas of the building specifically requested and must agree to sell no more tickets than the seating capacity of the area.
16. Permission is not granted until a copy of this requisition is approved and returned to the sponsoring organization.
17. The administration reserves the right to revoke privileges after 3 violations:
 - 1st Notice – verbal warning
 - 2nd Notice – written notice
 - 3rd Notice – revocation of privileges
18. A **Certification of Insurance** from the sponsoring organization must be supplied with the application.
19. If coverage cannot be arranged, DTS Administration has the right to deny access.
20. If the school is closed for emergency reasons, the school is closed for any use of facilities.
21. The school will be closed for any dates previously approved by the Board of Education as per the existing year's school calendar
22. The Board of Education shall approve annually at its Reorganization Meeting a schedule of fees and charges, which shall apply for use of school facilities during the ensuing fiscal year.
23. The Delaware Township Board of Education has the "*Right to Amend*" fees based on energy costs and any other escalating costs due to unforeseen circumstances.
24. Delaware Township administration will be able to adjust the "use" on an as needed basis.

APPROVAL: YES _____
NO _____

If facility use is denied, the reason
why: _____