

**CLEAR CREEK SCHOOL DISTRICT  
BUILDING USE FORM**

District Facility: \_\_\_\_\_

*Sponsor/Organization Making Request:* \_\_\_\_\_

Type of Event/Activity: \_\_\_\_\_

Person Responsible: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_  
Bus. Phone: \_\_\_\_\_

Requested Dates (day and date)

\_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

Requested Times (a.m./p.m.)

\_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
\_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
\_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
\_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Rooms/Areas Requested:

\_\_\_\_\_  
\_\_\_\_\_

Special Requests (Podium, chairs, tables, etc.):

\_\_\_\_\_  
\_\_\_\_\_

**DISTRICT RULES**

All District Rules and Regulations are the responsibility of the sponsoring group. Some of those Rules include:

1. No alcoholic beverages, illegal drugs, or tobacco products are allowed on school grounds or in school facilities.
2. Participants must only use assigned area(s).
3. Sponsors must supervise all participants and observers.
4. Areas are expected to be left reasonably clean.
5. No food or drink allowed outside the cafeteria or sponsor designated areas *except as outlined herein*.
6. Sponsors are required to stay with participants and observers after activities end until all participants and observers have left the school premises.
7. Participants will comply with all parking rules and regulations.

**CHARGES:**

Custodial Fee \$ \_\_\_\_\_ x number of hours = \$ \_\_\_\_\_

plus

Use Fee \$ \_\_\_\_\_ x number of hours = \$ \_\_\_\_\_

plus

Security Fee \$ \_\_\_\_\_

plus

TOTAL \$ \_\_\_\_\_

Sponsors may be asked to make a deposit of ½ of the amount due. Sponsors are expected to make the final payment immediately after the activity is held.

**This form serves as your bill.**

Please return this completed from as soon as possible, but no later than five working days before the event.

Telephone or written confirmation of the reserved date will be given to the sponsor by the building principal as soon as approval has been granted.

\_\_\_\_\_  
Signature of Sponsor/Person in Charge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of Building Administrator

\_\_\_\_\_  
Date

A signature here by the applicant will indemnify the School District as to its property and any person whose property may be within the building for loss or damage to such property caused by any person or persons attending the event or any damage or injury arising by reason of the holding of the event.

Copies to:      Sponsor of Activity \_\_\_\_\_  
                          Head Custodian \_\_\_\_\_  
                          Teacher of room to be used \_\_\_\_\_  
                          Maintenance Office/District Office \_\_\_\_\_

Proof of Liability by the Sponsor/Sponsor's Group may be attached to a copy of this form and sent to the District's Business Office.

**PLEASE NOTE:**

- Requests for items other than the usual and customary furnishings MAY result in additional charges.
- You are responsible for returning furniture to its original position if you move it during your event/meeting.
- Food and drinks are NOT allowed in the following areas at ANY time

\_\_\_\_\_  
\_\_\_\_\_  
Food and drinks may be consumed in the following areas ONLY if you make sure the area is completely cleaned prior to the end of your meeting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Failure to do so could result in additional costs to you.

**Very Important:**

The school and District have first "right-of-use" in the building and on the fields. If at anytime we require the use of the areas you have reserved, we will make every effort to accommodate you in another area. However, in the rare case we cannot accommodate your event, we reserve the right to cancel.

**CLEAR CREEK SCHOOL DISTRICT RE-1  
BUILDING USE FEE SCHEDULE**

Use Fees:	<u>Group I</u>	<u>Group II</u>
(Per hour or part of an hour)	Use Fees	Use Fees

Elementary School Facilities:

Classroom:	\$20	\$30
Large Group Areas:	\$30	\$50
Liability Insurance:	Required of all groups using a school facility.	
Security:	Arrangements and/or costs to be agreed upon by the building principal and the event's sponsor.	

Middle School & High School Facilities:  
(includes Career & Technical Sch):

Classroom:	\$20	\$30
*Large Group Areas:	\$40	\$50
	*(Commons, Kitchens, & Media Centers)	
Liability Insurance:	Required of all groups using a school facility.	
Security:	Arrangements and/or costs to be agreed upon by the building principal and the event's sponsor.	
 *Activity Areas:	 \$50	 \$75
	*(Gyms, Theaters, & Sports Fields)	

Custodian Fees will be charged based on actual costs incurred. Groups of 25 or more may incur additional custodial fees.

Issues of partial cleaning and/or poor cleaning will be taken up between the activity sponsor and the building principal.

Group I

**Churches**

Tax Supported Agencies  
 Boy Scouts  
 Girl Scouts  
 Clear Creek Metropolitan Recreation District  
 Health Fairs  
 Civic Organizations  
 Non-Profit Organizations

Group II

**Businesses**

Citizen Groups  
 Political Parties  
 Individuals

**School Fundraisers**

Fundraising events by users which benefit the school must be approved by the building principal & the superintendent. Fees will not be assessed if 100 percent of all proceeds collected are returned to the school. Custodial overtime fees may apply on weekends.

Nonprofit or Profit-making individuals/organizations using facilities for fundraising purposes (i.e. carnivals, craft fairs, garage sales, etc.) will be charged a fee according to the current fee schedule.

When programs are serving or enhancing student educational or enrichment needs, a waiver of use fee will be considered by the Superintendent. The Superintendent of Schools may waive fees at his/her discretion.

Custodial overtime applies to each category and is charged at all times outside of the regularly scheduled custodial workday.

At the Board's discretion, the Board may develop a contractual arrangement with a group if the Board feels the benefit to the school district's community by the group's use merits special arrangements. In this case, a contract will set out fees, charges, and any other agreements.

**CLEAR CREEK SCHOOL DISTRICT RE-1**  
**LIABILITY WAIVER FOR BUILDING USE**

In exchange for permission to use school facilities for recreational purposes, I \_\_\_\_\_, hereby agree that my child, \_\_\_\_\_, and I am/are responsible for and hold Clear Creek School District RE-1, its agents, volunteers and employees harmless in regard to the following:

1. Any and all damage to persons or property caused by acts of myself or my child, and
2. Any claim, demand, or cause of action as a result of any injury, loss, or damage suffered by myself or my child during or as a result of my/his/her use of school facilities.

The Individual/Parent/Guardian, by signature hereto, fully agrees and consents to the foregoing:

\_\_\_\_\_  
Signature of Individual/Parent/Guardian

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_