

Calais Elementary School

Building Use Application *2017-18* revised 10/2/17

Group making Request: _____ Date: _____

Contact Person (*Person responsible*): _____

Address: _____ Phone: _____
Street City, State Zip
 Email: _____

Day(s) & Date(s) requested for use: _____

Time of Use: from _____ a.m./p.m. to: _____ a.m./ p.m.

Purpose: _____

Specific room requested: Music/Art room _____ Gym _____ Library _____ Classroom _____ Other _____

Is the general public invited? Yes _____ NO _____

Is your organization: For Profit _____ Not for Profit _____

Will admission be charged? Yes _____ NO _____

Do you need any special accommodations? Yes _____ NO _____

If yes, please specify: _____

FEES for groups other than CES Educational or Calais Community Connections:

- \$200 deposit (check payable to Calais Elementary School), refunded after building is checked.
- \$25 fee to open/close building (regardless if you have a key or are just using the space outside), subject to staffing availability.

We are a public school. To that end, we must be accountable to the public and specifically to the Calais tax payers. We expect that groups using the building and grounds follow the campers' code:

LEAVE THE BUILDING / AREA BETTER THAN YOU FOUND IT!

These particular rules & regulations apply:

- All classrooms are off limits, unless use is requested and granted.
- Smoking is not allowed anywhere on school property, including in vehicles.
- Drinking of alcoholic beverages and use of illegal drugs on school premises is prohibited.
- Groups must comply with safety regulations and policies of the Fire Department and the Health Department.
- Groups must comply with all state, federal and local licensing requirements.
- Groups may use the facility only on specified dates and for purposes named in the application. Building Use Applications are not transferable and are not valid unless approved and signed by building administrator.
- Groups may not move furniture or equipment belonging to the school without permission. School property may not be moved from the premises.
- Alterations or additions to school property are prohibited. Temporary structures such as sets may be installed, provided requirements are made known at the time of application and approved, and provided no permanent damage or disfigurement will result. Items may not be nailed, tacked, or fastened to any wall, inclusive of signage, without prior approval.

- Animals are not permitted inside school buildings. Groups must clean any school grounds used by animals.
- Groups will be charged for any special costs incurred by the School District in preparing for any function, or after such function.
- Groups will be charged if additional personnel are assigned to cover a function.
- Groups will be advised regarding the safety regulations that determine maximum capacity of school facilities. Groups may not exceed such restrictions.
- Groups will leave the building and grounds in the same condition as found. Additional charges will be assessed and future use by an organization may be limited if violation of this rule occurs.
- The organization or individual(s) participating or requesting the use of the school district facilities agree to Hold Harmless and Indemnify the Calais Elementary School for damages of injuries experienced.
- Groups involving children must provide appropriate adult supervision upon request. The administration will determine this ratio based upon the planned activity.
- Vehicles may park only in designated areas.
- The sponsor of any group or organization applying for use of district facilities or grounds for athletic purposes or for other purposes which, in the opinion of the Principal, might require appropriate insurance coverage shall provide a certificate of insurance naming the school district as an additional insured. The certificate of insurance will be issued for a minimum to be determined by the Principal.
- Groups will not be restricted from participation for reasons of race, religion, sex, sexual orientation, creed, national origin or disability conditions.

Check-out Checklist

- Areas used are swept (A broom is in the hallway across from the kitchen).
- All trash is to be picked up.
- Chairs are stacked; cafeteria tables and bleachers are put back in place.
- All equipment used is returned.
- All lights are turned off before leaving.
- If you are the last to leave the building (Friday, weekends or after 10PM) all doors are locked and security code is activated.

**If there are any problems, such as the fire alarm going off or no heat, please call one of the following numbers immediately.

Chris Tuller	456-1317 home; 249-2873 cell
Richie Rowell	229-9255 home
Cat Fair	456-1007 home

➤ Signature of the Contact Person (*Person responsible*) _____
 Date: _____

Administrative Action

Request Approved _____

Request Denied _____

Reason: _____

Fee for Usage: \$ _____

Payment received: \$ _____

Date: _____

 Principal, Calais Elementary School

 Date