



# BANGOR PUBLIC SCHOOLS

## APPLICATION FOR USE OF SCHOOL FACILITIES

*(Please read the back of this form before completing)*

Person Filing Application: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Supervisor of Activity: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please indicate which building you want to use:

- High School
- Middle School
- South Walnut
- Early Childhood
- CEC

Staffing Needs:

- Custodian
- Kitchen Staff
- Audio Visual Staff
- Auditorium Staff

Service/Equipment Needs:

- P. A. System
  
- Projector & Screen
- Music Media
- Sound System
- Tables
  
- Chairs set up
  
- Food will be served
- Sports/Gym Equipment

Please indicate which room(s) you would like to use:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Please indicate the dates/ time you would like to use the building:

Date: \_\_\_\_\_ Time In \_\_\_\_\_  
Time Out \_\_\_\_\_

Date: \_\_\_\_\_ Time In \_\_\_\_\_  
Time Out \_\_\_\_\_

Group Size: \_\_\_\_\_

***Note: Large scale use of buildings requires a written description of all activities (please attach)***

Office Use

Deposit Received (if Applicable) \$ \_\_\_\_\_

Date Application Received \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(Date)



# BANGOR PUBLIC SCHOOLS

## APPLICATION FOR USE OF SCHOOL FACILITIES

CONTINUED

### Category I

Any non-student group or organization which represents the community, provides a service or instruction to students of the Bangor School District. (Scouts, Queen Contest, Alumni Meetings, Enrichment programs, Summer Ball)

### Category II

Any non-student/ non-school affiliated organization, club, or person including Bangor Public School Staff using the facilities for their own personal recreation. (Receptions, birthday parties, showers, pickup games in the gym, or hardship fundraiser approved by Director of Community Education, Superintendent, or Board of Education)

### Category III

Any organization using the facilities for private gain, admission, profit, fund raisers, and/or use by organizations outside of the Bangor School district for recreational use.

### Fees:

Category I—No Fee

#### Category II— School Days

Classroom-\$10  
 Library- \$25  
 High School & South Walnut Gym-  
 \$100 Deposit + \$50/hour  
 Auditorium -\$100 Deposit + \$25/hour  
 Kitchen—\$25/hour Cafeteria—  
 \$25/hour  
 CEC Gym-\$25/2 hrs.

#### Category III— School Days

Classroom-\$20  
 Library- \$50  
 CEC Gym-\$50/2hrs.  
 High school & South Walnut Gyms-  
 \$100 Deposit + \$50/hour  
 Auditorium -\$100 Deposit + \$50/hour  
 Kitchen—\$50/hour Cafeteria—  
 \$50/hour

### Non-School Days

Same Rates **plus current staffing fees.**  
**Fees are based on one person.**

Custodian.....\$25/hr.  
 Kitchen Staff .....\$21/hr.  
 Auditorium.....\$60/hr.

### **Equipment charges may apply** **Fees for damaged property may apply**

Kitchen use and all food served in the cafeteria must be approved by Food Service Director. All food served in Bangor Schools kitchen must be prepared on site by Bangor Schools staff.

High School & South Walnut Gyms must be approved by Athletics

Auditorium use must be approved by Auditorium Director

# Bangor Public Schools

## Use of School Facilities Liability and Insurance

- A Proof of Liability/Personal Injury/Bodily Injury and Property Damage Insurance Certificate is required for non-school groups for each event in the amount of least \$1,000,000 Bodily Injury and \$1,000,000 Property Damage, **and** having the District named as "an additional insured" on the policy. User is responsible for getting the insurance.
- A copy of the Certificate is due at least two weeks prior to the event.
- Failure to present proof of insurance voids all agreements.
- Events without the proper insurance on file will be cancelled.
- All users must agree to hold harmless the District and its agents and employees from and against all claims, damages, losses, and expenses including attorney fees arising out of or resulting from applicants' use of District facilities. A Hold Harmless statement will accompany the signed application form/contract.

### Hold Harmless Statement

In consideration of the use of the room or facility referenced in this form, the organization named on the form, for itself and on behalf of its individual members and guests, hereby expressly relieves and discharges the District, its Board, officers, agents and employees, from any and all liability for any loss, injury or damage to persons or property that may be sustained by reason of the use or occupancy of the room or facility used hereunder and the lobbies, corridors, parking lots and any other parts of the School District premises, and waives any claim which it or they may have against the School District, officers, agents, and employees by reason of any such loss, injury or damage. Further, said organization, for itself and on behalf of its individual members and guests, hereby agree to identify and save harmless the District, its Board, officers, agents and employees from and against any and all claims of loss, injury, or damage to persons or property arising out of the use or occupancy of the room or facility used hereunder and the lobbies, corridors, parking lots and other parts of the School District premises.

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Applicant Signature

Date

# Bangor Public Schools

## Policy for Use of School Facilities

### 7510A - USE OF DISTRICT FACILITIES

#### Applications

Any organization or individual desiring to use District facilities shall complete an application and submit it to the Superintendent or designee for approval.

- A. Completed applications for facility use, when charges are involved, must be accompanied by a deposit in the amount of or an amount equal to twenty percent (20%) of the estimated fee.
- B. The Superintendent or designee shall clear each application with respect to date, time, and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.
- C. The Superintendent will approve all requests and send a photocopy of the request to the building administrator. If the application is not approved, all deposits included with the application will be returned with the application.
- D. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

#### Ineligible Users

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.

#### Regulations

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. **Use of tobacco is prohibited.** All users are responsible for complying with this regulation.
- C. **Alcoholic beverages and controlled substances will not be permitted on District property at any time.**
- D. The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
- E. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.

- F. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.
- G. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- H. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- I. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
- J. A school custodian shall be on duty whenever a facility is being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
- K. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
- L. The District will not be responsible for any loss of valuables or personal property.
- M. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- N. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.

#### FEE FOR USE OF DISTRICT BUILDINGS

A schedule of fees for the use of District facilities is determined annually based upon the use of District facilities for activities related to the educational program and District operations shall be without cost to the users, except that the users shall be responsible for any police fees.



# Bangor Public Schools

“Providing Educational Excellence as a Pathway to Success”

Fee Schedule for Facility Use		Category I	Category II	Category III
		Any non-student group or organization which represents the community, provides a service or instruction to students of the Bangor School District. (Scouts, Queen Contest, Alumni Meetings, Enrichment programs, Summer Ball)	Any non-student/ non-school affiliated organization, club, or person including Bangor Public School Staff using the facilities for their own personal recreation. (Receptions, birthdays parties, showers, pickup games in the gym, or hardship fundraiser approved by Director of Community Education, Superintendent, or Board of Education)	Any organization using the facilities for private gain, admission, profit, fund raisers, and/or use by organizations outside of the Bangor School district for recreational use.
Building	Space/Equipment	Category I	Category II	Category III
South Walnut Elementary	Classroom	No Charge	\$10/hr	\$20/hr
	Library / Media Center	No Charge	\$25/hr	\$50/hr
	Gym (Deposit \$100)	No Charge	\$50/hr	\$50/hr
	Cafeteria	No Charge	\$25/hr	\$50/hr
	Kitchen	No Charge	\$25/hr	\$50/hr
CEC Gym	Classroom	No Charge	\$10/hr	\$20/hr
	Library/Media Center	No Charge	\$25/hr	\$50/hr
	Gym	No Charge	\$25/2 hrs.	\$50/2hrs
	Kitchen	No Charge	\$25/hr	\$25/hr
Bangor Middle School	Cafeteria	No Charge	\$25/hr	\$50/hr
	Kitchen	No Charge	\$25/hr	\$50/hr
	Classroom	No Charge	\$10/hr	\$20/hr
	Library / Media Center	No Charge	\$25/hr	\$50/hr
Bangor High School	Auditorium (Deposit \$100)	No Charge	\$25/hr	\$50/hr
	Cafeteria	No Charge	\$30/hr	\$50/hr
	Classroom	No Charge	\$10/hr	\$20
	Library / Media Center	No Charge	\$25/hr	\$50/hr
	Gym (Deposit \$100)	No Charge	\$50/hr	\$50/hr
	Kitchen	No Charge	\$25/hr	\$50/hr
	Cafeteria	No Charge	\$25/hr	\$50/hr

	Category I	Category II	Category III
Personnel Fees	Custodial - regular	\$25/hr	\$25/hr
	Auditorium technician	\$60/hr	\$60/hr
	Kitchen Staff	\$21/hr	\$21/hr

**Non-School Days- same rates plus current staffing fees. Fees are based on one person.**

Any rates not specifically indicated will be determined by the Superintendent of Bangor Public Schools or their designee.

All fees are subject to change without notice.

**Kitchen use and all food served in the cafeteria must be approved by Food Service Director. All food served in Bangor Schools kitchen must be prepared on site by Bangor Schools staff.**

**High School & South Walnut Gyms must be approved by Athletics**

**Auditorium use must be approved by Auditorium Director.**