

**Pemetic Elementary School
Request for use of the facility**

_____ requests the use of the _____ for
(name of organization) (area of building)

_____ from _____ to _____
(name of event) (date/time) (date/time)

Supervisor of activity _____

Mailing address for billing purposes _____

Supervisor's phone number _____

Organization's phone number _____

Equipment requests: _____

Insurance information:

Do you (the requesting organization) have an in-force public liability policy? ____yes ____no

If yes, what are the limits of liability? \$ _____

Bodily injury? \$ _____ Property damage? _____

Insurance company name _____

Policy number _____

The Southwest Harbor School Department encourages the responsible use of school facilities and athletic fields in accordance with the following policies and procedures.

1. All requests for use of facilities and/or fields will be made to the building principal with reasonable notice, which will be considered to be 2 weeks prior to the date of use. Forms are available in the office and must be filled out prior to approval. School use will always take priority over any other use.
2. Whenever possible, use of facilities will be arranged at a time corresponding with regular custodial hours.
3. The outside organization will be responsible for adhering to all fire and safety code regulations.
4. The group using the facility/field will be responsible for any damage to property, theft of property or injury to any person(s) resulting from use of the facility/field. Liability insurance coverage will be the responsibility of the using group. Proof of this insurance will be required.
5. The person or group using the facility/field shall report any damage to property, theft of property, or injury to any person(s) immediately to the custodian on duty and the building principal.
6. No group or organization may use the indoor facilities at any time without a custodian on duty, with the exception of Harbor House.
7. Groups using the facilities will not have access to school equipment, with the exception of Harbor House.

8. When facilities are used outside of regular custodial hours, a custodian will be hired to oversee and for cleaning up.

A school employee may volunteer services to waive this fee.

9. Abuse of the privilege to use school facilities may result in the Principal's decision to deny privileges for future requests (subject to appeal to the Southwest Harbor School Committee).

10. The following rates must be charged (with the exception of Harbor House) due to additional costs of usage not covered in the budget:

- **Gymnasium** (heating, lighting): \$20/hour
- **Library/Classroom/Computer Lab/Stage** (heating and lighting): \$10.00/hour
- **Cafeteria** (heating, lighting): \$10.00/hour
- **Kitchen** (stove/oven, lighting, heating) \$10.00/hour
- **Locker Rooms** : \$10.00 /hour
- **Showers**: \$300.00/event

An additional fee of \$75 may be charged for groups other than municipal government, school-connected groups, civic and non-profit organizations (that do not charge fees or are involved in fundraising). The principal shall decide when advance deposit is required.

When the kitchen is used, a kitchen worker must be present. When the computer lab is used, the computer technician must be present.

NO food or drinks are permitted in the library or computer lab, with no exceptions!

Basic Rules and Regulations of Facility Use:

- **No smoking is allowed on school property.**
- **No drinking of alcoholic beverages on school property.**
- **No firearms on school property.**
- **Activity shall be restricted to that area for which permission has been granted.**

Custodial and cafeteria services shall be paid by the organization directly to the employee. Billing for facility uses will be from the Principal's office.

I agree on behalf of the organization herein named, that all members and guests will observe the regulations, and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to Pemetec Elementary School property during the aforementioned period of use. We also agree that our organization will at all times hereafter indemnify the above named school against any loss, damage or expense of any kind, which said school may sustain or incur because of use of the above-described building by our organization, and we will further hold said school harmless for loss, or injury of any kind in connection therewith.

Signed: _____ (Requesting officer) Date _____

Approval: _____ Date: _____ Principal: _____ Date: _____

Bill: Yes/No

Fee Waived: Yes/No

Payment received on _____ **Payment method** _____