



**Please Check a Class below that Describes Participants:**

**Class I – School Groups and Non Profit Organizations (IRS Section 501 (c) (3) organizations) and Fort Edward Youth Sports Programs**

The facility/field is being used by district residents only. The facility/field is being used free of charge to residents.

**Class II – Non-School Related Community Groups**

The facility/field will be used by district and non-residents. Admission, participation or registration fee will be charged. A minimum of 50% of users must be district residents.

**Class III – Mixed Community Use**

The facility/field will be used by district residents and non-residents. Admission, participation or registration fee will be charged.

**FEE SCHEDULE – DOES NOT INCLUDE CUSTODIAL FEES**

FACILITY	CLASS I	CLASS II	CLASS III
Classroom	No Charge	\$ 5.00/hour	\$ 10.00/hour
Auditorium	No Charge	\$ 10.00/hour	\$ 20.00/hour
Cafeteria w/o kitchen	No Charge	\$ 10.00/hour	\$ 20.00/hour
Cafeteria/kitchen	No Charge	\$ 15.00/hour	\$ 30.00/hour
Gym – Main	No Charge	\$ 15.00/hour	\$ 30.00/hour
Gym – Small	No Charge	\$ 12.50/hour	\$ 25.00/hour
Baseball Field	No Charge	\$ 10.00/hour	\$ 20.00/hour
Football Field	No Charge	\$ 12.50/hour	\$ 25.00/hour
Library	No Charge	\$ 10.00/hour	\$ 20.00/hour
Lobby Area	No Charge	\$ 2.50/hour	\$ 5.00/hour

- All groups will incur fees for additional costs for custodial services and may incur additional fees for weekend events and for larger events at a rate of \$30.00/hour (when a custodian is assigned)
- Payment is due, in full, two weeks prior to scheduled event. The school district reserves the right to cancel an event or activity if payment is not made two weeks prior to the event.
- Refunds will only be provided if event is cancelled by the school district.
- Only fifty percent (50%) of fee will be refunded for failure to cancel event at least 24 hours in advance of event.

I agree on behalf of the organization that all members and guests will observe the attached regulations, and that we, individually and as an organization will assume full responsibility for any and all such damages done to school property during the indicated period of time of use. We also agree that our organization will at all times hereafter indemnify the school district against any loss, damage or expense of any kind, which the school district may sustain because of use by your organization and we will further hold the school district harmless for any loss of any kind in connection with said use.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only	
Insurance Certificate _____	Total Charges: Rental Fee: _____ x hour(s) _____ = _____
Custodial Fee: _____ x hour(s) _____ = _____	<b>Total Amount Due:</b> _____
Amount Received: _____	Date: _____
Approved: _____	Disapproved: _____ Date: _____ Signature of Approver: _____

**NO TOBACCO PRODUCTS ALLOWED IN ANY SCHOOL BUILDING OR ON SCHOOL GROUNDS**

**RULES GOVERNING USE OF FACILITIES**

1. NO SMOKING IS ALLOWED IN ANY SCHOOL BUILDING OR ON SCHOOL GROUNDS.
2. ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON SCHOOL GROUNDS.
3. ALL FIRE LAWS MUST BE OBSERVED. FULL EVACUATION MUST OCCUR IF A FIRE ALARM RINGS. APPLICANT AGREES TO FAMILIARIZE ALL PARTICIPANTS WITH EMERGENCY EXIT PROCEDURES.
4. ACTIVITY SHALL BE RESTRICTED TO THAT AREA FOR WHICH PERMISSION IS GRANTED.
5. THE ACTIVITY SHALL NOT EXTEND BEYOND THE HOURS APPROVED IN THE REQUEST.
6. ALL PROGRAMS SHALL BE PLANNED SO THEY DO NOT INTERFERE WITH THE REGULAR SCHOOL SCHEDULE.
7. THE ORGANIZATION USING THE BUILDING SHALL BE RESPONSIBLE FOR MOVING ITS EQUIPMENT INTO AND OUT OF THE BUILDING. THE DISTRICT TAKES NO RESPONSIBILITY FOR EQUIPMENT AND MATERIALS LEFT ON THE PREMISES.
8. THE SUPERVISOR IN CHARGE OF THE ACTIVITY SHALL BE PRESENT BEFORE THE ACTIVITY IS DUE TO START AND REMAIN WITH THE GROUP UNTIL ALL HAVE LEFT. THAT PERSON IS RESPONSIBLE FOR ENSURING THAT APPROPRIATE AND SUFFICIENT SUPERVISORY PERSONNEL ARE PROVIDED.
9. IN THE ABSENCE OF THE BUILDING PRINCIPAL OR ADMINISTRATIVE PERSONNEL, THE CUSTODIAN IS CHARGED WITH THE RESPONSIBILITY OF THE BUILDING.
10. NO SCHOOL PROPERTY OR EQUIPMENT IS TO BE ALTERED OR REMOVED FROM THE PREMISES.
11. THE PERMIT IS REVOCABLE AT ANY TIME BY SCHOOL AUTHORITIES.