

Maquoketa Valley Community School District
REQUEST FOR USE OF SCHOOL FACILITIES

All officially sanctioned Maquoketa Valley school teams, bands, vocal groups (e.g. varsity sports teams, junior varsity sports teams, junior high sports teams, high school and junior high band/vocal organizations, speech, etc.) will have priority over any other group wishing to use school facilities. This priority system also means that even though permission is given to an outside group to use a certain facility, that permission **may be withdrawn** at a later time due to unforeseen circumstances which necessitate the use of the facility by an officially sanctioned Maquoketa Valley team or organization. It is important to note, however, that permission to use the high school gymnasium will not normally be granted to community organizations except under very special circumstances.

_____ requests permission to use the

 Club, Organization or Individual

_____ at _____ for _____
 Facility Building Purpose

Explanation of Purpose

This facility is requested for _____ from _____ to _____
 Date Time Time

Facility Available on this Date? YES NO This request falls under the following category (please check)

_____ **Fund Raising, Community Non-Profit Organization** - \$50 for each use plus security deposit of \$75 to cover any damage to facility. Use of school personnel will result in additional charges.

_____ **Profit Making, Non-Community and/or Commercial Organizations** - \$125 minimum for each use plus security deposit of \$75 to cover any damage to facility. Use of school custodial/food service personnel will generally be required and result in additional fees. (Will require School Board approval.)

_____ **Community Groups - General Use** - \$20 per use (maximum 4 hours) plus security deposit of \$75 to cover any damage to building. The deposit or any portion thereof not required for repairs or maintenance will be returned.

_____ **4-H, Scouts, Church Youth Groups, Adult Education** - No charge, but must meet all other requirements to use school facilities. Time spent by school personnel in extra cleaning will be billed to the sponsoring group. Any fees incurred for repair will also be billed to the sponsoring group.

_____ **Student Athletic Groups Officially Sanctioned and Approved by the Maquoketa Valley Athletic Director** - No charge, but must meet all other requirements to use school facilities. Time spent by school personnel in extra cleaning will be billed to the individual who signed the Facilities Request Form as the responsible party. Permission of the Maquoketa Valley Athletic Director is required. (See below)

It is agreed that the individual making this request is financially responsible to the Maquoketa Valley Community School District for any and all damages to the facility resulting from negligence or misuse.

Supervisor/s: _____

 Signature of Individual Making Request Address Telephone No. Date

Required Deposit \$ _____ Rental Fee \$ _____

This activity DOES DOES NOT meet the criteria for the benefit of Maquoketa Valley students and athletic programs, and the request for the use of this school facility under the provisions of Board Policy 1004.012, Paragraph 2.D. is:

APPROVED DENIED _____
 Athletic Director Date

This request for use of a school facility is:

APPROVED DENIED _____
 Superintendent Date

Copies: White - Superintendent Yellow - Sponsor Pink - Building Principal Goldenrod - Custodian / Secretary