

DEER ISLE-STONINGTON HIGH SCHOOL

“Creating resourceful, knowledgeable and compassionate citizens of tomorrow.”

Building Use Form

Group/Organization _____

Name of Representative _____ Phone _____

Address _____

Room(s) requested for use _____

Described planned use for facilities _____

Date(s) of use _____

Time: From _____ To _____

Requests _____

(Room set-up, chairs, tables, etc.)

In submitting this application we agree to: abide by the rules and regulations issued by the CSD #13 school board of education for the care of school facilities, to accept full responsibility for the damage done to school property by those in attendance at the activity to make prompt payment to Deer Isle-Stonington High School upon receipt of invoice. We also agree to the building use fee structure, as outlined on page two.

Signature of Individual Representing Group Date

Main Office Manager Date

Principal Date

Athletic Director (if using Gym or Athletic equipment) Date

Director of Maintenance Date

Person responsible for unlocking and locking the building _____.

*Applicants will be notified of approval when this form is completed by school personnel.
The activity/event may not take place until notification of approval.

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Rules For Use of School Facilities:

1. No person may use tobacco in any public area of any publicly owned building. No student, school employee, or member of the public is allowed to use tobacco products in the building or on school grounds at any time.
2. No alcoholic beverages are to be possessed or consumed on school facilities.
3. School facilities may not be used for any illegal purposes.
4. Community adults and children are free to use outdoor grounds and facilities for recreation whenever not otherwise scheduled, at their own risk. However, formal approval of buildings and grounds use will only be granted to recognized organizations and groups or upon approved application.
5. Use of unauthorized motor vehicles on school grounds other than public roadways and unrestricted paved parking areas is strictly prohibited.
6. All organizations will be responsible for adhering to all fire and safety code regulations.
7. Any approved application for facility use shall require endorsement of a Facility Use Agreement setting for the conditions and terms.
8. All organizations shall assume financial responsibility for any damages caused directly or indirectly as a result of their use of facilities.
9. The Administrator, Superintendent, or School Committee reserves the right to revoke permission to use the facilities.
10. The Group/Organization is responsible for ensuring the those who participate in the activity park in the designated areas and keep the fire lane and front of school clear of vehicles.

Other Responsibilities:

1. The using group will be responsible for providing police coverage including any incurred fees when the administrator determines that the police presence is appropriate.
2. The person or group using the facility shall report and damage to the property, theft of property or injury to any person(s) resulting from the use of the facility. Liability insurance coverage will be the responsibility of the using group. Proof of insurance may be required as determined by the administrator.
3. No group using the facilities will have access to any school equipment unless previously approved by the administrator.

Fees:

Custodial: Name of Custodian(s) _____ @ \$30.00/hr. Ea. Total _____

Food Service: # _____ @ \$20.00/hr. Ea. Total _____

Kitchen rental requires approved staff supervision.

Amount Paid in Full \$ _____ **Initials Rec.** _____ **Date Received** _____

Check One	2 hour Block	3-5 hour block	Full Day	
___ Gymnasium	\$25.00	\$75.00	\$150.00	
___ Kitchen	n/a	\$50.00	\$100.00	
___ Cafeteria	n/a	\$50.00	\$100.00	
___ Library	\$20.00	\$40.00	\$75.00	
___ Classroom	\$10.00	\$25.00	\$50.00	Total \$ _____

251 North Deer Isle Road, Deer Isle, ME 04627

Phone: (207) 348-2303 Fax: (207) 348-2304 Website: www.dishs.org