

# CLAYMONT CITY SCHOOLS

## REQUEST TO USE SCHOOL FACILITIES

*Rental fees will be waived for Claymont student organizations, staff members, school boosters, education associations, local civic groups and home/school association. If the facility is to be used outside of staff working hours, custodial fees will be charged based on hourly wages. Kitchen services, if needed, will be charged hourly cook wages. Any other groups will pay the rental fee and hourly wages based on time needed.*

\_\_\_\_\_ Copy-Principal  
\_\_\_\_\_ Copy-Treasurer  
\_\_\_\_\_ Copy-Organization  
\_\_\_\_\_ Building/Grounds

**Date Requested:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Time of Activity:** \_\_\_\_\_ **Size of Group:** \_\_\_\_\_ **Purpose:** \_\_\_\_\_

**Person in Charge:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Chaperones (if youth group):** \_\_\_\_\_

**Building Requested:** \_\_\_\_\_ **Area Used:** \_\_\_\_\_

*Rental Fees:*

*HS Gym or Auditorium: \$50 per hour, max \$200 daily rate*

*MS or CIS Gym, Lunchroom or Auditorium: \$25 per hour, max. \$100 daily rate*

*Preschool, Primary or Elementary Gym: \$15 per hour, max. \$75 daily rate*

*2023/2024 hourly rates with benefits: Custodian 35.00 per hour Cook 31.00 per hour*

**Fees:**

**Rental fee:** \$ \_\_\_\_\_

**Kitchen usage:** \$ \_\_\_\_\_

**Custodial service:** \$ \_\_\_\_\_

**Total to be charged:** \$ \_\_\_\_\_

**Special instructions for custodians or cooks:** \_\_\_\_\_

*As a condition for being granted the use of the school facility, the organization or individual agrees to follow the rules and regulations outlined on the reverse of this form.*

\_\_\_\_\_  
Signature of person making reservation

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

\_\_\_\_\_  
Building Principal

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

As a condition for being granted permission to use school facilities, the requesting organization/individual agrees to the following rules and regulations:

1. Smoking in any part of the building is prohibited, and intoxicants shall not be permitted on school premises.
2. School lunchroom equipment shall be available only under the supervision of school lunchroom employees, whose time will be charged to the organization.
3. No food, snacks, pop, etc. shall be consumed except in the lunchroom areas.
4. No one is permitted in any building unless a custodian or representative of the Board is on duty. The school custodian is present as a representative of the school for purposes of security, inspection and observation. His/her services are not at the disposal of the sponsor unless so directed by the building principal.
5. No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access or use of its facilities, and may require the user to provide a certificate of insurance.
6. The user of the facilities agrees to leave the areas used in clean and tidy condition.
7. No equipment shall be taken from the school premises.
8. The user agrees to make good promptly any loss or damage occurring during the use of the facilities.
9. Permission to bring equipment/materials into the facilities shall be obtained from the building principal. The Board assumes no responsibility for damage to property of others.
10. The use of school equipment must be specifically requested in writing. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. No item of equipment may be used except by a qualified operator.
11. The user agrees to provide proper chaperonage during the use of the facilities.