

Clinton Community Schools – Building Use Permit

Instructions: This form is to be used to schedule the use of any building facilities. It will be used to schedule club meetings, dances, scouting events, and any other events that take place in the school building before or after regularly scheduled school hours. Questions regarding facility availability should be directed to Jack Hartung, Director of Facility Usage, at (517) 456-2044.

Today's Date: _____ NAME OF ORGANIZATION: _____

Faculty Sponsor of Activity: _____

If you are NOT a school employee, please provide your email address and phone number:

Type of Activity: _____

Purpose: _____

Building & Room Requested: _____

***Using the Cafeteria?** Contact Penny Petipren @ (517) 456-2045, **prior** to the submission of this request.

***Using an Athletic Venue?** Contact Jeff Waltz @ (517) 456-2046, (jeffrey.waltz@clinton.k12.mi.us) **prior** to the submission of this request.

***Need Technology Support?** Contact Adam Covell (517) 456-2030, **prior** to the submission of this request.

***Need Custodial Support?** Contact Jack Hartung @ (517) 456-2044, **prior** to the submission of this request.

**If Food Service, Technology, Athletic or Custodial support is provided, additional fees may apply.*

Date(s) Requested for Event: _____ Alternate Date(s): _____

Set-Up Time: _____ Time of Event: _____ Ending Time: _____

Faculty Chaperone/s

Non-Faculty Chaperone/s: (Include cell phone number/s)

_____ # _____

_____ # _____

REGULATIONS FOR USE OF FACILITIES

To avoid usage charge, at least 75% of participants must be Clinton Community School residents/students.

Gymnasiums

- “Soft/squishy” softballs and baseballs may be used on the gym floor (NO regulation/hard balls).
- NO bats (by players or coaches) may be used on the gym floor.

Athletic Fields

- Permit **MUST** be issued before the field may be used.
- Individuals are asked to adhere to the designated time limits.
- NO parking on the grass (even one wheel). This applies to ALL facilities but specifically the Junior Varsity baseball field and soccer practice field at the high school.
- If there is equipment that does not belong to you or your group, please do NOT use it.
- The little league field next to the bus lot on Franklin Street is NOT to be used at any time.
- Leave it better than the way you found it! Individuals/groups who leave rubbish or damage any of the facilities and/or property of students or employees will be required to provide compensation to the district.

Procedures to Follow

- Complete and return “Building Use Permit” to the athletic director no later than **one week** prior to the requested use of the facility.
- You will be notified prior to the requested date(s) regarding the acceptance/denial of your request.

- Permits are limited to 30 days or the last day of the month (whichever comes first)
- Individuals/groups may not submit a “building use permit requesting use of the facilities for the upcoming month sooner than the 27th of the month prior to the month of requested usage.
- **School sponsored functions may occur at any time and have precedence over even if prior approval has been granted to an outside individual or group.** Should such a situation arise the individual/group will be notified.

- ▶ Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damages associated with their use of the facility or equipment.
- ▶ The use of tobacco, alcoholic beverages and controlled substances will not be permitted on District property at any time.
- ▶ Decorations must be fireproof and are to be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles is permitted only with written permission from the fire marshal.
- ▶ Uses of stages, furniture, equipment, audio/video technology support, and kitchen use must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group.
- ▶ Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- ▶ Buildings will normally be open one (1) hour prior to the activity and for one (1) hour after its scheduled end, unless other arrangements are requested on the application and approved.
- ▶ Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- ▶ Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
- ▶ Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisle ways.
- ▶ The District will not be responsible for any loss of valuables or personal property.
- ▶ Playground facilities may not be used by any youth over fifth (5th) grade nor shall any person be allowed on playgrounds after dark.
- ▶ Skateboards and other like equipment, which constitutes a safety hazard to students, shall not be allowed on District premises at any time.

You are responsible for the condition of the facility you are using

If you notice any problems with the facility during regular school hours, please contact the main office.

Problems should be directed afterhours to Jack Hartung at (517) 456-2044.

Your help in assuring our facilities are properly maintained is greatly appreciated!

Signature*

***Signature indicates understanding and compliance of all rules listed on this document.**

When completed please return this form to the High School – Attention: Director of Facility Usage

Director of Facility Usage Approval: _____ Date: _____

Estimated Cost: _____ (To be completed by school business office)

Superintendent Approval: _____ Date: _____