



**JOHNSON CITY CENTRAL SCHOOL DISTRICT
REQUEST TO USE DISTRICT FACILITIES**

[Use of District Facilities Requires Board of Education Approval]

REQUESTING ORGANIZATION: _____

ADDRESS & PHONE NO.: _____

DISTRICT FACILITY BEING REQUESTED: _____

Classroom/Location at Facility: _____

Do you require any special equipment or facilities for use? If so, please list:

DATE(S) & TIME(S) BEING REQUESTED: (include time for setup & tear-down)

Use as many sections below as necessary; dates should be at least four weeks prior to expected use date

DATE(S): _____

TIME(S): From: _____
AM/PM AM/PM AM/PM AM/PM AM/PM

To: _____
AM/PM AM/PM AM/PM AM/PM AM/PM

DAY OF THE WEEK: _____

SPECIFIC PURPOSE OF USE: _____

[If space is not sufficient enough to complete above information, please list on separate sheet of paper.]

Are you charging Admission?: YES / NO **Expected Attendance?:** _____

Do students who are involved in activity attend Johnson City Schools?: YES / NO

If no, where are the students from?: _____

Will food/drink be dispensed or sold?: YES / NO

What area will food/drink be dispensed from?: _____

What group or person will be in charge of dispensing/selling food/drink?: _____

ON SITE SUPERVISORS FOR DAY(S) OF EVENT: Please provide name(s) & telephone number(s)

If a fee is charged for building use, according to district policy, bill should be sent to:

Name: _____ Address: _____

Phone: _____

**BE SURE TO READ THE RULES ON THE OPPOSITE SIDE OF THIS FORM
IF YOU AGREE TO ABIDE BY THEM, PLEASE SIGN & DATE.**

AN INSURANCE CERTIFICATE MUST ACCOMPANY ALL APPLICATIONS

PLEASE NOTE: Do not advertise or plan definitely on using the building in accordance with this application until it has been approved and returned to you.

OFFICE USE ONLY:

BUILDING PRINCIPAL:

Signature Date

SCHOOL BUSINESS EXECUTIVE:

Signature Date

ATHLETIC DIRECTOR: (if gymnasium, pool or field is being requested)

Signature Date

REQUEST HAS BEEN:

Date approved by School Board: _____

APPROVED:

Charge: \$ _____ **(will be billed after event)**

DENIED:

If there is a reason for no-charge,

SECURITY REQUIRED:

Please indicate below:

NON-PROFIT

COMMUNITY USE

JC YOUTH

JC STUDENTS

JANITORIAL ONLY

ROUTING:

- Operations Office
- Secretary
- Building Secretary
- Building Principal
- Head Custodian
- Food Services Director
- Athletic Director
- School Business Executive
- School Board Secretary
- Coordinator of Music
- Head of Grounds



**JOHNSON CITY CENTRAL SCHOOL DISTRICT
RULES FOR USE OF SCHOOL FACILITIES**

1. School district activities have priority over non-school activities. When conflicts occur, the school district reserves the right to cancel non-school activities. The school district will provide as much as advance notice as possible.
2. Certification that proceeds will not benefit religious group or fraternal society. If program is open to the public, the organization assumes responsibility for all damages.
3. No requests will be approved for events during exam time- fourth week in January and the second and third week of June.
4. When district buildings are closed due to inclement weather or other circumstances, events must be cancelled by the organization.
5. If the organization cancels an activity and will not be using district facility, notification must be given to the school building personnel. If the organization is being charged for the facility use and cancellation notification is not given to the school district, the organization will still be charged for the allotted time.
6. An insurance certificate **must** accompany all applications. Requests for use of the pool must be accompanied by copies of certification held by the on-site instructor and/or life guard.
7. Organizations requesting use of buildings and grounds should make their request at least four weeks prior to the date of expected use. Approval of requests for dates after July 1st of the following school year is contingent on budget approval.
8. Use of the Johnson City High School is limited to:
 - Large or Small Cafeteria •Large Gymnasium •Wrestling Room
 - Room 222 •Pool Area •Locker Rooms
 - Auditorium •Classrooms on the 1st floor and other rooms if needed
9. Use of the Johnson City Elementary-Middle School is limited to:
 - Cafetorium •MS & Elem. Gyms •Locker Rooms
 - MS & Elem. Libraries •Classrooms on the 1st floor and other rooms if needed
10. Custodians are not authorized to allow any organization or staff member access to areas of the building other than those listed on the request form.
11. A representative from the organization using the school facility must sign in and sign out with the custodian on duty each time the group is in the building.
12. The rental fees noted on this approved request form will include charges for use of facilities, custodial time and any additional supervisory help that is required from district employees.
13. If extra security is required for a non-school activity, it is the responsibility of the requesting organization to arrange and pay for the security. Security must be provided by an off-duty Johnson City Police Officer and/or a person designated by the district. This may be required by the district after reviewing the submitted request. All organizations must monitor hallways and exits to be sure no one is allowed in an area that is not listed on the request form.
14. No organization will be allowed into the building earlier than the requested time and all are to leave the building by the requested time.
15. Anyone found in an unauthorized area of the building may be expelled.
16. Any damage noted after use will be billed to the requesting organization.
17. Failure to abide by these rules may result in the denial of future request for building use by your organization.

I have read the rules listed above and understand them. As representative of my organization, and on behalf of my organization, I agree to abide by them.

Signature of Organization Rep.

Printed Name

Address

Date

Email Address

Phone Number