

EASTERN LOCAL BUILDING USE FORM

The following should be checked and cleaned before you leave the building.

- Gym floor should be dust mopped and dirt picked up.
- All trash should be collected and put in the dumpster.
- The stage, if used, should be cleaned and all items returned to their proper places.
- All bathroom floors should be cleaned and wet mopped.
- All doors and windows should be locked.
- Everything should be left as you found it. It is the responsibility of the sponsor to make sure this is done.
- There shall be no use of tobacco in any form.

POLICY ON COMMUNITY USE OF BUILDINGS

Any person/group wishing to use any school building of Eastern Local School District must first contact the respective principal. The request should be made one week in advance by phone, in writing, or in person.

The principal will decide whether the person/group should be allowed to use the building. If there is a question about the advisability of use, the principal will contact the superintendent. If the person/group plans to use the building after school hours, they must have the approval of the principal.

Students must be supervised at all times. No one is to roam the halls or building nor enter any classroom.

The person responsible will be present at all times and will be the last to leave the premises. He/She will be responsible for any damages.

There shall be a cook on duty whenever there is an event that would require the use of the kitchen and/or its facilities. Cooks performing this duty shall be paid according to contract.

FEES TO BE CHARGED

1. School Organizations/Groups
There shall be no charge for the use of the building. However, any personnel costs shall be borne by the organization. The Eastern Local Treasurer's Office will invoice the organization or group who requested the building. A custodian shall be on duty whenever there is an event requiring the use of any building under the Building Usage Form. Custodians are not to be paid by the organization under any circumstances. Custodians shall be assigned by seniority

on a rotating basis and be compensated at one and one-half their normal rate if hours exceed the forty hour work week. School organizations shall include, but not necessarily limited to, parent-teacher organizations, athletic and band booster organizations, school organizations, faculty, local scout troops, etc.

2. Non Sectarian Community Organizations/Groups that are non-profit
These shall include, but not be limited to, the following types of organizations/groups: Volunteer Fire Departments, Soil and Water Conservation Organizations, etc. The cost shall be a nominal fee of \$1.00 per hour for heat and lights. However, any personnel costs shall be borne by the organization/group.
3. Use of Buildings for Profit-Making Activities
The cost shall be a fee of \$50.00 per day plus a fee of \$5.00 per hour to cover the cost of lights. In addition, when applicable, a fee of \$5.00 per hour to cover the cost of heat will also be charged.

**THIS SECTION MUST BE COMPLETED AND SIGNED PROPERLY BEFORE
USE**

GROUP/ORGANIZATION _____

Date(s) of Building Use _____ Hours of Use _____

Building _____ Today's Date _____

Person Responsible for Damages _____
Signature

Phone Number of Person Responsible _____

Superintendent _____
Signature

Additional Comments _____

Policy Adopted: April 26, 1989

Policy Amended: August 19, 1996

Updated: April 8, 2004

