

**SCHOOL DISTRICT OF PHILLIPS
Application for Use of Facilities**

1. Advanced permission must be obtained from the building principal during school office hours. Facilities use may not occur without a signed approval of building principal, food service supervisor, aquatic director and Superintendent
2. The individual(s) signing below as the adult supervisor(s) must be present and in control of the activity during the **entire** time the facility is in use and will:
 - a. Be responsible for seeing that a medical response is made for anyone who may be injured while the facility is in use.
 - b. Report any such injuries to the building principal or aquatic director.
 - c. See that the facility is left in clean/neat condition.
 - d. See that the facility is secure as appropriate when leaving.
 - e. Be responsible for key(s) issued and not allowing others to use key(s).
 - f. Return key(s) issued the following school day.
 - g. Surcharge will be added if equipment/facilities are damaged.
 - h. For use of kitchen facilities, a pre- and post-inspection will be conducted.
3. The administration will determine who may be considered satisfactory as a responsible adult for supervision purposes.
4. Inability to comply with the guidelines and policies related to the use of facilities may result in a denial of continued and/or future use.
5. Complete the Facilities Use form and return it to the building principal. In the event that the facility use includes the kitchen or the pool, the form is first sent to the food service supervisor or aquatic director for signature and approval.
6. Please note that if the use is to be overnight, a \$50.00 deposit must be submitted at the time this application is placed. The deposit will be returned to the requestor after the custodial staff assesses the facilities for any damage, disorder, etc.
7. Where the regulations require a charge for building use, the per use fee, plus the charge for technology, lifeguard, janitor services or kitchen supervisor shall be as follows:

PHILLIPS MIDDLE/HIGH SCHOOL

Gym	\$100.00
Auditorium	\$100.00
Kitchen	\$100.00/per day
Commons	\$ 50.00
IMC	\$ 50.00
Classrooms	\$ 20.00
<i>(Not to exceed \$200 per event)</i>	

PHILLIPS ELEMENTARY SCHOOL

Gym	\$100.00
All-Purpose Room	\$ 50.00
Kitchen	\$ 25.00/per day
IMC	\$ 50.00
Classrooms	\$ 20.00
<i>(Not to exceed \$200 per event)</i>	

PHILLIPS COMMUNITY POOL

\$35/hour with 1 ½ hours minimum plus the cost of lifeguards

LOGGER CAMP

\$ 50.00/All facilities

DISTRICT OFFICE/EARLY LEARNING CENTER

Gym	\$100.00
Commons	\$ 50.00

OUTDOOR EDUCATION CENTER: \$200.00 and/or deposit formula yet to be determined

Technology, lifeguard, janitorial and supervisory fees will be determined annually by the district office based on wages.

SCHOOL DISTRICT OF PHILLIPS
APPLICATION FOR USE OF FACILITIES

Note: Use of the kitchen or the pool requires an additional application.

Name of Group _____

Type of Activity _____

Name of Adult Supervisor(s) _____
(Must be present at activity)

Facilities Requested: 6-12 Campus PES DISTRICT OFFICE/EARLY
LEARNING CENTER

Classroom # _____ Snack Bar Commons Gym
 Auditorium Balcony IMC Logger Camp
 Other district owned space: specify _____

Date(s) Requested:

Setup _____ Hours of Use _____

Event Date(s) _____ Hours of Use _____

Custodial Services Needed: Yes No

Please specify any specific set up needs you may have: _____

Signature of Requestor: _____

Address: _____

Date: _____ Phone _____

Email: _____

FOR OFFICE USE ONLY

Certificate of insurance required: No Yes Certificate received No Yes

Please circle one: Permission Granted Permission Denied

Keys Assigned: No Yes Yes – Key # _____ Date Returned _____

Fees Due to District: No Yes

Facility Fee: _____
 Custodial Fee (\$36/hr) Technology Fee (\$50/hr): (Actual fee will be billed after event)
See Kitchen or Pool Application for additional fees.

Signature _____ Date _____ _____ Date _____
Building Principal Finance Manager

_____ Date _____
Superintendent

Copies: Building Office Requestor District Office Custodial/Maintenance