

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 lifeguard, janitor services or kitchen supervisor shall be as follows:

PHILLIPS MIDDLE/HIGH SCHOOL

Gym	\$100.00
Auditorium	\$100.00
Kitchen	\$ 50.00/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	\$ 50.00/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

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
DISTRICT KITCHENS

Name of Group _____ Type of Activity _____

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

Date(s) Requested:

Setup _____ Hours of Use _____

Event Date(s) _____ Hours of Use _____

1. Do you have an individual (including caterers) who has successfully completed Department of Health Services approved food handling training course or who has been trained in food handling by the department agent or agent staff?

Yes No If no, a paid supervisor will be assigned to your activity.

2. Other Space Requested: _____

3. Will any additional equipment (including extension cords, slow cookers, nesco roasters be brought into the school? If so, please list:

Food Service Director will verify kitchen staffing if applicable. Finance Manager will review the application for fees to be charged.

Signature of Requestor: _____

Address: _____

Date: _____ Phone _____

Email: _____

FOR OFFICE USE ONLY

For Kitchen Use Only:

Fees Due to District: No Yes Kitchen Fee \$_____
Kitchen Supervisor \$_____ based on \$28.72/hr
(Actual fee will be billed after event)

Name of supervisor assigned to Event _____

Pre-Inspection completed: _____ Date _____

Post-Inspection completed: _____ Date _____

Signature _____ Date _____

Food Service Director

Copies to: ___ Building Office ___ Food Service Director ___ Requestor ___ District Office