

**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 6-12 CAMPUS

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

DISTRICT OFFICE/EARLY LEARNING CENTER

Gymn	\$100.00
Commons	\$ 50.00

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

Note: Use of the kitchen or the pool require 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: \_\_\_\_\_ (estimate based on \$32.00/hr - actual fee will be billed after
event)

See Kitchen or Pool Application for additional fees.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Finance Manager \_\_\_\_\_ Date \_\_\_\_\_

Building Principal

Finance Manager

\_\_\_\_ Date \_\_\_\_\_

Superintendent

Copies: \_\_\_\_ Building Office \_\_\_\_ Requestor \_\_\_\_ District Office \_\_\_\_ Custodial/Maintenance