

Fulton City School District
Buildings & Grounds use Form

School _____ Date _____

Organization _____

Organization Contact Person _____ Phone _____

Email _____

Address _____ Expected Attendance _____

Person in Charge of Activity _____

Date (s) of Use _____ to _____

Hours of Use _____ to _____

Facility Needed:

Classroom _____ Number of rooms _____

Gym _____ Auditorium _____

Other _____

I have read and agree to the policies and regulations for the use of Buildings and Grounds.

Signature _____

Proof of Liability Insurance Coverage: Yes _____ No _____

Financial Report required: Yes _____ No _____ (For Profit Agency Only)

Please attach Liability Insurance form

Building use reviewed by Building Principal:

Approved _____ Denied _____

Gym Request reviewed by Athletic Director:

Approved _____ Denied _____

Reason for Disapproval _____

Estimated Cost: _____

ALL gym requests MUST be reviewed by the Athletic Director first.

Send to: Organization; Manager of Bdgs & Grounds; Head Custodian, Bldg. Principal

Fulton City School District

SPECIFIC RULES FOR THE USE OF THE SCHOOL BUILDINGS AND GROUNDS

1. Supervision shall be adequate for the number of persons in attendance. Adults will be required to chaperon and supervise all events attended by school-aged persons.
2. Possession or consumption of alcoholic beverages, drugs or narcotics is prohibited in or on school property. Smoking is prohibited on school grounds.
3. Adequate lighting shall be maintained at all times.
4. Decoration of spaces should be approved in advance by the building principal.
5. Any refreshments served should be consumed in the immediate serving area. In the event kitchen facilities are required, the cafeteria manager must be contacted and approved arrangements and services. No food and beverages are to be consumed in gym areas.
6. Sponsoring organizations should inform group members of the entrance and exit to be used for the activity.
7. The organization will be billed for custodial or other services required for activity. Notation of such charges will be made on application.
8. Social, civic and recreational meetings pertaining to the welfare of the community may be held. Recreational meetings shall include use of gymnasium for extra curricular sports activities. However, such meetings, entertainment and uses shall be nonexclusive and shall be open to the public. All sponsoring organizations must advertise or publicize that their activity is nonexclusive and shall be open to the general public.
9. Meetings, entertainment's and occasions where admissions fees are charged may be held, when the proceeds thereof are to be expended for an educational or charitable entertainment's and occasions are under the exclusive control, and the proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization other than organizations of veterans of the military, naval and marine service of the United States and organizations of volunteer fireman.
10. The sponsoring organization is responsible for supervising the parking areas during the course of any event.
11. The sponsoring organization is responsible for reimbursing the district for any damages to District Property during the use period.
12. Do not publicize your event until written permission is obtained from the building principal on direction with appropriate jurisdiction.
13. The district reserves the right to require organizations using the school facilities to provide a financial report detailing all receipts and disbursements within 30 days after the end of the activity. Failure to comply with this request will result in future denial of facility use.