



## GIRARD USD248 - Agreement for Use of Facilities

Group Representative: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Nature of Activity: \_\_\_\_\_

Request for use of the: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_

Number Expected: \_\_\_\_\_

\_\_\_\_\_  
Organization Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by: Chris Swartz *HS Assistant Principal / AD*

\_\_\_\_\_  
Date

It is the policy of the board to grant and encourage maximum use of school facilities by responsible individuals and properly organized groups throughout the district so long as these activities do not interfere with the regular school program.

- 1) Use of the facility will be confined to the stated purpose. Users will be responsible for all persons entering the building regardless of whether or not they are members of that group.
  - 2) Use of alcoholic beverages and disorderly conduct will be **prohibited**.
  - 3) By law **smoking** or the use of **smokeless tobacco** is **not permitted** anywhere in the building.
  - 4) Any damage to the building or contents will be paid for by the requesting group.
  - 5) Cleaning of the area used is the responsibility of the requesting group.
  - 6) **No food or drinks** are allowed in the building outside of the cafeteria.
- 1) Unless other arrangements are made with the Superintendent of Schools, we require that a custodian(s)/staff member(s) be present during your meeting and to clean up afterwards. There will be a charge of \$ 25 per hour for each custodian/staff member used. The number of custodians/staff members needed will be determined by the group size.

**SPECIAL REQUESTS FOR BUILDING USAGE**

Do you need the any of the following:

(Please Circle)

**Auditorium**

- special lighting for the auditorium? Yes No
- a presiding table on the floor? Yes No
- a speaker stand/podium? Yes No
- a microphone? Yes No
- projection system? Yes No
  - If yes, organization will need to provide their own device.
  - If yes, please explain computer or connection type (*PC, MacBook, iPad, Chromebook*) (*VGA, HDMI, USB-C, etc.*)
- sound system? Yes No
- large flags and standards? Yes No
- piano? Yes No

**Cafeteria**

- use of the kitchen? Yes No
- will you be cooking? Yes No
- will you need a special cleared area? Yes No
- will you need chairs set up? Yes No
  - if you need chairs, how many? \_\_\_\_\_
  - do you need them arranged? (*see Blank Cafeteria Layout attached*)
- will you need tables set up? Yes No
  - if you need tables, how many? \_\_\_\_\_
  - do you need them arranged? (*see Blank Cafeteria Layout attached*)
- We can seat 300 people at a dinner or luncheon (5 per table). Additional chairs can be placed along the sides of the room. This will necessitate eating in shifts for numbers over 300.
- a speaker stand/podium? Yes No
- a microphone? Yes No
- projection system? Yes No
  - If yes, organization will need to provide their own device.
  - If yes, please explain computer or connection type (*PC, MacBook, iPad, Chromebook*) (*VGA, HDMI, USB-C, etc.*)
- sound system? Yes No
- large flags and standards? Yes No

If Yes, please explain. Also, any other special requests? (describe below)

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USD248 BUILDING USE DOCUMENT (CAFETERIA):  
PLEASE DRAW ON DOCUMENT AND SEND BACK WITH BUILDING USE FORM  
NOTES:

GROUP NAME: \_\_\_\_\_

