



Hillsboro School District Form

Application and Permit for Use of School Buildings and Facilities

Application to Use:	School/Facility:	Areas Needed:	
Capacities:	Parking Capacity:	Number of Participants:	Number of Spectators:
Dates: <input type="checkbox"/> One Time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other	Day(s) of the Week:	Start/End Times:	
	Date(s):	<input type="checkbox"/> Admission Will Be Charged <input type="checkbox"/> No Admission Will Be Charged	
Description of Activity:	Type of Activity:		Senior Project? <input type="checkbox"/> Yes <input type="checkbox"/> No Advisor: _____
Sponsor of Activity/Applicant:	Name:		Street Address:
	City:	Zip Code:	Phone:
Equipment:	<input type="checkbox"/> Microphones (how many _____) Cords: Y / N <input type="checkbox"/> Screen <input type="checkbox"/> Podium <input type="checkbox"/> Spotlight <input type="checkbox"/> Extension Cords <input type="checkbox"/> Video Camera <input type="checkbox"/> Sound system (which) <input type="checkbox"/> VCR TV screen <input type="checkbox"/> Electric lift (Secondary Schools) <input type="checkbox"/> Risers: #Large _____ #Medium _____ #Small _____ <input type="checkbox"/> Carpets <input type="checkbox"/> Other		
	Who will do clean-up? <input type="checkbox"/> Our Group <input type="checkbox"/> Custodian		
	Does responsible person need custodial assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Tables (submit work order)		
	Does responsible person have keys to all needed areas? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Who will do set-up? <input type="checkbox"/> Our Group <input type="checkbox"/> Custodian		
Agreement:	"I (we) agree to assume responsibility for the observance of school regulations in the general conduct of the participants. I (we) also assume all responsibility and liability for damage to the facility or equipment covered by this application regardless of cause and further agree to indemnify and hold harmless the School District from any and all claims, losses, or damages arising out of the use of such facility or equipment. I (we) do not and will not discriminate against a qualified individual with a disability. Any qualified individual with a disability will be provided an opportunity to participate in, or benefit from, our aid, benefit, or service that is equal to that afforded others involved in our program or activity."		Signature of Applicant:
			Date:

Permit and Conditions of Use

<input type="checkbox"/> Must provide proof of Liability Insurance naming the Hillsboro School District as an additional insured		<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Dates:	Times:		
Not Available/Restrictions:			
Comments:			
Fees: Rental:	CANCELLATION: The User shall notify the District of cancellation at least one day in advance. The District reserves the right to cancel this permit at any time. Possible "no show" fee could be charged with no cancellation notice. School office is to be notified at least one day prior to that date.		
Signatures:			
_____ Principal	_____ Date	_____ Executive Director, Facilities, Planning, & Property	_____ Date

Dear Patron:

To request the use of a School District building or facility please complete the application on the front and return it to the Facilities Management office.

Please thoroughly read the Board of Education's "REGULATIONS FOR USE OF FACILITIES" listed below.

Please remember that school activities will take priority over your activities. If there is a conflict, you may have to cancel or request to reschedule your activity.

REGULATIONS FOR USE OF FACILITIES

1. Use or possession of liquor or illegal drugs in any requested form is prohibited in school buildings and on school premises.
2. Effective September 1, 1992, the Hillsboro School District 1 J School Board put in place a policy that prohibits smoking, including the use of any tobacco or tobacco related products on all District property including buildings, vehicles, and outdoor areas.
3. Willful damage to property or equipment is prohibited.
4. Permission is required for the use of nails, tacks, tape, etc. for attaching objects to school property.
5. The following activities are prohibited on all District-owned property unless they are supervised by school officials or other approved individuals: racing of automobiles, motorcycles, and other vehicles; operation or racing of powered "go-carts" or other small powered vehicles; operation of power-driven model airplanes or other mechanical devices for practice, amusement or exhibitions; horseback riding; golf practice; or archery practice.
6. Any school equipment to be used must be requested when the facility application is submitted.
7. Persons or groups using a gymnasium for recreational purposes shall be required to wear gym shoes.
8. No eating or drinking as per individual school policy.
9. Use of other equipment, e.g., audio visual, must be requested according to building procedure.
10. School equipment may not be borrowed for use outside school facilities unless specific approval is obtained from the building administrator.
11. Individuals or groups may not use consumable materials of the school unless prior arrangements for reimbursement have been made.
12. Separate building regulations established by the building administrator must be observed. Failure to observe these regulations or those established by the building administrator could result in forfeiture of user privileges.
13. Any materials published related to this activity must state the activity is not sponsored by Hillsboro School District 1J.
14. District approval of this facility usage request does not constitute District endorsement.

OFFICE USE ONLY (TO BE COMPLETED AFTER ACTIVITY)

OFFICE USE ONLY (TO BE COMPLETED AFTER ACTIVITY)			
BUILDING REPORT:		DISTRICT OFFICE:	
Overtime Hours:		Rental Charge:	\$
Comments:		Service Charge:	\$
Signature	Date	Signature	Date