

TO : Organizations/Groups/Individuals

FROM: Sullivan School District

RE : Use of Sullivan School District Facilities

Enclosed you will find:

1. Policy Statement for Use of Sullivan School District Buildings and Grounds
  - A. Order of Priority
  - B. Use of Gymnasiums
  - C. Use of Classrooms
  - D. Use of Cafeterias
  - E. Use of Board Room
2. Form to Request the Use of School Facilities
3. General Rules for Use of School Facilities
4. Custodial Work Order for Events (This form is necessary for the school's preparation for your event.)
5. Insurance Information - Persons, groups, or organizations, not a part of the Sullivan School District, wishing to use the district facilities are required to furnish proof of liability insurance or proof of acceptance of liability. At the superintendent's discretion, any or all of the below-listed methods are acceptable:
  - A. A Certificate of Insurance with a minimum of \$1,000,000 limit, which names the school district as an additional insured.
  - B. Special event coverage, which is online at [www.sullivan eagles.org](http://www.sullivan eagles.org), click on District, District Information, Building Rental Forms, Special Events General Liability Application (External Application)
  - C. Signing a Hold Harmless Agreement supplied by the school district.

Most organizations will either have insurance or will have to purchase the Special Events Liability Coverage for their protection and the school's protection. Should you have any questions concerning the use of the school facilities or the insurance coverage, please contact the Administration Office at 573-468-5171 X 6103.

SULLIVAN SCHOOL DISTRICT  
REQUEST FOR USE OF SCHOOL FACILITIES

Today's Date \_\_\_\_\_ Date Facility is to be Utilized \_\_\_\_\_

\_\_\_\_\_ requests the use of the  
(Name of Organization)

\_\_\_\_\_  
(Specify Equipment, Building/Part of Building to be Used)

for the purpose of \_\_\_\_\_  
(Type of Activity)

on \_\_\_\_\_  
(Date and Time you need Building Open)

Building is to be closed at \_\_\_\_\_ AM/PM.

The use of the building and/or equipment is subject to the conditions as outlined in the attached sheet.  
The above organization understands that the Sullivan School District is not responsible for liability during  
the above-listed event. The above named organization assumes all liability.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Authorized Representative (Please Print)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
City, State and Zip Code

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

\_\_\_\_\_  
E-Mail

Approved:

\_\_\_\_\_  
Assistant Superintendent of Student Services or Superintendent of Schools

\_\_\_\_\_  
Date

The cost for building usage will be charged according to the attached schedule. An invoice will be mailed to the  
contact information above after the date of the event with a breakdown of the costs incurred.

GENERAL RULES FOR USE OF  
GYMNASIUMS, CAFETERIAS, AND CLASSROOMS

- A. A request must be made in writing (see attached form) to the Sullivan School District at least two (2) weeks in advance of date of use.
- B. All requests must be submitted and approved by the appropriate administrator.
- C. In case of conflicts, school activities will have first priority.
- D. Use of any/all building facilities will be supervised by a district custodian or faculty member.
- E. Buildings/facilities must be left clean, orderly, etc. (In the same condition as found).
- F. Gymnasiums and cafeterias are to be closed by 10:00 PM unless buildings are being utilized for regular school activities.
- G. Intoxicating beverages, tobacco products, including vapes, or illegal drugs are not permitted in any building or facility or on any school property.
- H. School personnel utilized by any organization will be paid by the district. The district will then bill the appropriate organization for reimbursement. (NOTE: Salaries for school personnel are in addition to building usage charges). Charges are as follows: Custodians- hourly rate at time and one-half plus cost of fringe benefits.
- I. Any damage done to facilities or equipment will be repaired by the district—when necessary, replacement materials or equipment will be purchased. Bills for repairs or replacements will be assessed to the user.
- J. All doors must be secured by the user prior to his/her leaving the premises.
- K. The buildings shall not be rented for commercial purposes.
- L. Public dances shall not be held in the school buildings. Private groups may be permitted to use the buildings for dances – full rental charges will be assessed.
- M. Events for which admission is charged and the public is admitted must be pre-approved by the board of education. Permission will be granted only when the net proceeds of such events are to be used for charitable or civic and not commercial or personal purposes.

RULES AND REGULATIONS FOR USE OF  
GYMNASIUMS, CAFETERIAS, AND CLASSROOMS

POLICY STATEMENT FOR USE OF SULLIVAN SCHOOL DISTRICT BUILDINGS AND GROUNDS

PHILOSOPHY: The equipment, buildings and grounds of the Sullivan School District are district-owned and not for the exclusive use of any one group or organization. An atmosphere of sharing will prevail within the administration of the respective schools with authority for final approval for use of equipment, a building or its surrounding grounds left to the administrator of the building.

ORDER OF PRIORITY:

- A. First priority will be school usage. Second priority will be non-school usage on a first request basis. A fee will be charged for non-school usage. Final approval rests with the superintendent of schools.
- B. First priority within the school will be according to first request on a school master calendar housed in the office of the administrator. State events will have calendar priority over local events.
- C. Any disputed dates for usage by school personnel, will be referred to the appropriate building administrator. The administrator's decision will be final.

The Board of Education reserves the right to determine whether the applicant's request will be granted. The Board of Education reserves the right to cancel any arrangements for use of District facilities. Also, the Board reserves the right to waive all or a part of the fee schedule at its discretion.

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USE OF GYMNASIUMS (including playing surfaces and spectator stands only):

- A. High School, Middle School, Elementary School, and Primary School Gymnasiums, Commons Area, and Cafeterias

For groups other than Little League Teams, Boy or Girl Scouts, Sullivan School District Booster Club, and Rotary, Kiwanis, and Lion's Clubs, there will be a \$75 building use charge for the first four hours and \$15.00 for each additional hour. If the building is used at a time other than normal working hours, a custodian will be hired by the school and the renter will reimburse the school for the custodian's time at one and one-half times the current salary rate plus benefits. This fee is in addition to the \$75 basic charge.

- B. Old Elementary Gymnasium (Elementary Cafeteria)

Same as for use of other gymnasiums with the exception that the basic building usage charge will be \$50 for the first four hours and \$12.50/hour each additional hour.

\*Night will be defined as 6:00 PM to 10:00 PM.

- C. Classrooms

- 1. A \$15.00 per hour fee will be assessed for the use of each classroom; a minimum fee of \$15.00 will be charged.

2. East Central College will be charged \$12.50/night per classroom.

D. Cafeterias

1. There will be a \$45 fee assessed for use of the eating (dining) areas.
2. If kitchen facilities are used, an additional charge of \$35 will be assessed (\$15.00 if only the serving line is utilized). Also, renters must reimburse the school at time and one-half the current salary rate for the supervisory services of a district cook.

NOTE: A cook will be assigned by the district and must be present any time an organization uses kitchen facilities; however, a cook need not be present if only the serving line is utilized.

E. Board Room

A fee of \$30/hour for the first four hours and \$10/hour for each additional hour will be charged.

NOTE: Effective August, 1993, Computer and Science Laboratories will no longer be rented to outside parties.

SULLIVAN SCHOOL DISTRICT

Custodial Work Order  
Special Events/Theater

_____	_____
<i>Event</i>	<i>Contact Person</i>
_____	_____
<i>Building</i>	<i>Room</i>
_____	_____
<i>Date of Event</i>	<i>Time of Event</i>
_____	<i>Time Building Open</i>

Items Needed for Special Events and Theater

Chairs (# needed): _____	PA System:_____
Tables (# needed): _____	Risers:_____
Bench Tables (# needed): _____	
Podium: Yes _____ No _____	For Theater Events Only:
Speaker/Microphone: Yes _____ No _____	Lights:_____
Extension Cords (# needed): _____	Grand Piano:_____
Other : _____	
_____	
_____	

The items listed on this form will be set up and removed by a custodian. Additional equipment (i.e., audio visual, etc.) will be the responsibility of the contact person.

If special setup is needed, please attach a diagram.

\*\*\*\*\*  
(For Office Use Only)

Date Received _____	Custodian Assigned _____
_____	_____
Supervisor	Assistant Superintendent of Student Services or
Superintendent	