

**HOLLAND CENTRAL SCHOOL
FACILITY USAGE REQUEST FORM FOR OUTSIDE GROUPS**

The following form must be filled out by the proper authority of the group requesting the use of the Holland School Facility. Please fill out completely and accurately. Proof of insurance must be submitted along with this form or it will not be considered. All forms must be submitted 10 days prior to event.

Organization Name _____
Contact Person _____

Date _____
Phone (Day) _____

Address _____

(Night) _____

FACILITY REQUEST: (Circle One) Elementary Middle High School Purpose/Activity _____

____ Gymnasium (no food in gym)

____ Auditorium

Size of Group _____

____ Auxiliary Gymnasium

____ Cafeteria

Will food be served? _____

____ Athletic Fields

____ Kitchen
(Must have staff member present)

Set up requests(Please include a diagram if needed)

____ Classroom

____ Library

Cost for use: Custodial: _____

Kitchen: _____

(Please submit check to Business Office payable to HCS)

Dates Requested:

____ Specific Date(s) _____

____ Block (Day of Week) _____ Starting Date _____ Ending Date _____

____ Pattern (i.e. Every 3rd Tuesday of the Month) _____

Time Requested: From _____ To _____

POOL REQUEST

Date _____

Pool Time Slots: ____ 4:30 – 6:30

Cost: Under 25 participants \$50 per session

____ 6:30 – 8:30

25 – 50 participants \$75 per session; 50 + participants \$100 per session

(includes changing time)

(Checks payable to Holland Central School)

Approximate number of bathers ____ Age Group (Children; Adult) ____

Supervisor of the group _____

Phone _____

Lifeguard(s)

Only approved district lifeguards will be hired. They will be assigned and paid by the district.

INSURANCE

Insurance Carrier _____

Agency _____ Phone _____

Type of Coverage _____

Policy # _____

Amount of Coverage _____

(must submit copy of Insurance Policy with this request)

Signature _____

Date _____

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* Kitchen use of any kind requires the paid services of a food service employee

Permission is granted for the use of school property as attached in accordance with the application dated _____, 20 ____

The permit is revocable.

This permission is granted only upon receipt of signed rules sheet.

Please return to the Superintendent's Office.

Signed _____

For the Board of Education

cc: Superintendent of Building and Grounds

RULES AND REGULATIONS
For Use of School Property year round, including evening and weekend hours.
For School Organizations and Community Groups

1. The Principal is the guardian of the building and all property, and as such, is in authority to see that all rules and regulations are carried out. Organizations using the building must abide by his decisions and those to whom the principal may delegate authority.
2. The organization granted permission to use the building is responsible for any damages incurred during occupation of the same.
3. The organization shall confine its activities to the area of the building granted to them for use.
4. All property shall be left exactly as found. All furniture and equipment should be returned and, if dishes and kitchenware are used, they should be cleaned and returned.
5. If food is to be ordered through the school lunch manager or building cook, five days advance notice will be required.
6. All decorations must be flameproof and they must be removed after the affair is over.
7. At meetings where the general public is invited, the organization should confer with the principal about the advisability of police and fire protection.
8. The premises shall be used for the purpose stated in the application and for no other purpose.
9. All organizations shall be required to file Certificate of Insurance annually with the Central Office. Actual use of facilities will not be approved prior to receipt of the Certificate of Insurance.
10. **Smoking/vaping/chewing tobacco are prohibited on school grounds and school buildings, including athletic fields**
11. **Alcohol may not be brought onto or consumed on school grounds or in school buildings.**
12. **Animals are prohibited on school grounds unless approved by the Building Principal. All animals must be properly vaccinated.**
13. Fees for Use of Facilities:
 - a. The Board shall annually establish the amount to be paid for custodial and/or cafeteria personnel services.
 - b. The Board shall annually develop fee structures for use of school facilities.
14. The Board reserves the right to reject any and/or applications for use of facilities as deemed to be in the best interest of the school district.
15. **No tape is to be placed on any floor at any time.**
16. **At the district's discretion, a protective covering will be placed over the gymnasium floor.**

EMERGENCY EVACUATION PROCEDURES

Emergency Evacuation Procedures must be reviewed with all participants of the activity being held. An announcement should be made at the beginning of the activity or performance explaining route to follow and location of emergency exits.

ELEMENTARY SCHOOL

Library and Media Center – Use rear exit across from Library.

Cafeteria – Use exits within cafeteria as well as exit door located by loading dock.

Gymnasium – Use exits within Gym area.

Individual Classrooms – Follow directions as posted.

MIDDLE SCHOOL

Library – Use main exit toward Partridge Road.

Auditorium – Exit through main center doors toward Partridge Road. If Auditorium is full use exit doors on west side of building and exit doors on east side of Auditorium.

Stage Area – Exit to corridor and proceed out to left door.

Gymnasium – Exit into the corridor outside of the gym and proceed to the pool exit. If in locker room, proceed out pool exit.

Auxiliary Gym – Proceed down east stairs and exit out pool exit.

Cafeteria – Use exit doors within cafeteria as well as doors leading to the halls. When in hall, proceed to parking lot exit.

Individual Classrooms – Follow directions as posted.

HIGH SCHOOL

Auditorium – People seated on left side of room should exit by means of left outside door and foyer doors. People on right side of room should proceed to hall by stage and exit by east door or go to lobby area and go out lobby doors to front of building.

Gymnasium and Locker Rooms – Boys proceed to hall and exit by way of north door or exit through locker room door. Girls exit to driveway on east side or exit through locker room door.

Cafeteria – Leave the building by means of main exit in lobby or east cafeteria door to driveway area.

Individual Classrooms – Follow directions as posted.

HOLLAND POOL RULES

1. Showers must be taken before entering the pool.
2. No running or horseplay will be allowed.
3. Pool paraphernalia will not be allowed in the pool unless approved by the lifeguard/teacher.
4. Children that are not participating in a program cannot be left unattended.
5. No diving in the shallow end or off sides of the pool (unless during instructional program).
6. No playing on or around the ramp or starting blocks.
7. Misuse of pool equipment will not be tolerated.
8. Be aware of your own ability level and limitations.
9. Any individual that does not comply with the request and authority of the lifeguard will be asked to leave the premises.
10. Any individual(s) that does not comply with the above rules will be asked to sit for a period of time or if necessary, asked to leave the premises.

I understand the rules as stated above, and as supervisor of this activity, will enforce all rules.

Signature: _____

Date: _____