

Cotter School District  
P.O. Box 70  
Cotter, AR 72626  
(870) 435-6171

BUILDING USE REQUEST 2019-2020

The person in charge, upon making application, assumes responsibility for the building and is expected to leave the building as orderly as it was found. A school custodian must be on duty and paid at the prevailing federal wage and hour rates. This wage is in addition to the fee charged for use of the building. All fees and wages are to be paid to the school Business Office and the custodian will be paid from that office.

Please attach a detail itinerary of dates/times your organization will be using the facilities.

Building \_\_\_\_\_

Date of Use \_\_\_\_\_ Time: From \_\_\_\_\_ To: \_\_\_\_\_

Person in Charge \_\_\_\_\_ Email address \_\_\_\_\_

Organization \_\_\_\_\_

Purpose \_\_\_\_\_

Address and telephone number of person making request:

Custodian name & wages: \$17.75 X number of hours \_\_\_\_\_ \$ \_\_\_\_\_

Cost for any needed sound technicians @ \$17.75 X number of hrs \_\_\_\_\_ \$ \_\_\_\_\_

Extra Room Request @ \$25.00 per room \_\_\_\_\_ \$ \_\_\_\_\_

Building Fee for each day of use is \$ \_\_\_\_\_ X number of days = \$ \_\_\_\_\_

Total Cost for facility use: \$ \_\_\_\_\_

\_\_\_\_\_ (insert individual or organization name making this application) has purchased sufficient general liability insurance to cover the damage to , or the cost to entirely replace structure(s) and furnishing (s) if necessary due to loss of , or damage to, District property. \_\_\_\_\_ (initial here)

This is to state that I have read this application and that I am the person in charge as indicated above.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Authorized by Principal \_\_\_\_\_ Date \_\_\_\_\_

Authorized by Superintendent \_\_\_\_\_ Date \_\_\_\_\_

## ADDITIONAL ADMINISTRATIVE PROCEDURES FOR USE OF SCHOOL FACILITIES

The following categories will be used to identify groups that will be charged fees for use of school facilities. Each principal will decide charges by placing organizations in one of the categories listed below:

1. SCHOOL SPONSORED ACTIVITIES – SCHOOL USE, OUR STUDENTS – No charge for facilities\*
  2. A RECOGNIZED EDUCATIONAL ORGANIZATION CONSISTING OF OUR STUDENTS – TEACHERS – No charge for facilities\*
  3. A NON-STUDENT ORGANIZATION WITH AN EDUCATIONAL PURPOSE
  4. ORGANIZATION OF OUR STUDENTS WITH A NON-EDUCATION PURPOSE
  5. NON-STUDENT ORGANIZATION WITH A NON-EDUCATION PURPOSE
- \*charge for custodial services as required

Building	Cafeteria	Classroom	Gymnasium	Custodial/Food Service Fee All Buildings
Elem	\$25	\$25	\$75	Custodian \$17.75/hour Food Service – Fee is 1.5 times employee's regular hourly wage times number of hours worked after hours
HS	\$25	\$25	Not available	

If cafeteria or classroom is set up with tables and/or chairs by the Maintenance Department personnel, an additional fee is charged. The fee is \$30 for set up and removal of chairs and \$20 for set up and removal of tables.

Contracts should be signed and money for rent collected in advance of usage of the facility. Custodial services will be charged after the event. Checks should be made payable to Cotter School District. Rental fee is based on a two-hour period of time. Use of a longer period of time will be charged accordingly.

All requests for use of school facilities should be referred to the building principal. The maintenance supervisor will be responsible for janitorial arrangements with his/her building custodians. The Food Service Director will be responsible for arranging for food service personnel. A custodian or other school employee must be present when a group is using one of the facilities.

### OTHER CONDITIONS:

1. Groups will not be allowed use of the kitchen unless approved by the Food Service Director. If kitchen appliances are used, a fee of \$30 will be charged in addition to the fee for the food service personnel. A food service employee must be present if kitchen equipment is to be used.
2. The District food service department may provide banquets or special meals to any school group when possible for the least amount of money possible.
3. A principal will not serve as janitor and will not receive money for opening facilities or cleaning up.