

East Montpelier Elementary School

Building Use Application

Group making Request: _____ Date: _____

Address: _____ Phone: _____
Street City, State Zip

Date(s) requested for use: _____ Time of Use: **from** _____ a.m./p.m. **to:** _____ a.m./ p.m.

Purpose: _____

Specific room requested: Music/Art room _____ Gym _____ Library _____ Classroom _____ Other _____

Is the general public invited? Yes _____ NO _____

Is your organization: For Profit _____ Not for Profit _____

Will admission be charged? Yes _____ NO _____

Do you need any special equipment? Yes _____ NO _____

If yes, please specify: _____

Are you requesting use of our kitchen? Yes _____ NO _____

If yes, see the checklist/requirements below:

- 1) A brief overview of kitchen equipment and instruction on its use with EMES food service personnel is required by the person responsible for the event before first use of the kitchen area. This meeting will be arranged at the cook's convenience. A check-in checklist will be reviewed and initialed to confirm that all information has been understood.
- 2) Rules of the kitchen, found below, will be followed anytime food is being prepared and served:
 - 1) Make sure all counters and sinks are cleaned;
 - 2) Do not leave any food products in sink or on the counters;
 - 3) Make sure all coffee pots are turned off;
 - 4) All utensils and pans should be returned to where you found them;
 - 5) Any dry goods used need to be listed;
 - 6) Ovens must be checked to be certain they are off before leaving;
 - 7) Make sure dish washer/sanitizer is turned off, drained, and cleaned;
- 3) Completion of the kitchen's check-out checklist will be initialed and returned to the kitchen at the end of the event.

Contact Person: (Person responsible):	Name: _____
Phone: _____	Address: _____
	City, State, Zip

We are a public school. To that end, we must be accountable to the public and specifically to the East Montpelier tax payers. Therefore, we expect that the groups follow the campers' code:

LEAVE THE BUILDING / AREA BETTER THAN YOU FOUND IT!

Also these particular rules & regulations apply:

- No smoking or FIREARMS *anywhere, including in vehicles*, on school property.
- Comply with safety regulations and policies of the Fire Department and the Health Department.
- Use facility only on specified dates and for purposes named in the application. Applications are not transferable and are not valid unless approved and signed by approval official.
- Drinking of alcoholic beverages and use of illegal drugs on school premises prohibited.
- Do not move furniture or equipment belonging to the school without permission. Under no circumstances remove school property from the premises.
- Alterations or additions to school property are prohibited. Temporary structures such as sets may be installed, provided requirements are made known at the time of application and approved, and provided no permanent damage or disfigurement will result. Nothing to be nailed, tacked, or fastened to any wall, inclusive of sign, without prior approval.

- Animals are not permitted inside school buildings.
- Any special costs incurred by the School District in preparing for any function, or after such function, will be charged to the user.
- If determined necessary by the building administrator, additional personnel will be assigned to cover a function and costs associated with them charged to the user.
- Safety regulations determine maximum capacity of school facilities. Each administrator will advise the user not to exceed such restrictions.
- Any organization using school building shall leave the facility in the same order as found. Additional charges will be assessed and future use by an organization may be limited if violation of this rule occurs.
- The organization or individual(s) participating or requesting the use of the school district facilities agree to Hold Harmless and Indemnify the East Montpelier Elementary School for damages of injuries experienced.
- Activities involving children must provide appropriate adult supervision upon request. The administration will determine this ratio based upon the planned activity.
- Vehicles to park only in designated areas.
- The sponsor of any group or organization applying for use of district facilities or grounds for athletic purposes or for other purposes which, in the opinion of the Principal, might require appropriate insurance coverage shall provide a certificate of insurance naming the school district as an additional insured. The certificate of insurance will be issued for a minimum to be determined by the Principal.
- Participants will not be restricted from participation for reasons of race, religion, sex, sexual orientation, creed, national origin or disability conditions.

Check-out Checklist

- Areas used are swept (Broom in gym in “chair” closet, obtain broom from custodian).
- All trash is to be picked up.
- Chairs and tables are put back in place.
- All equipment used is returned.
- All lights are turned off before leaving.
- Checklist for kitchen has been completed.

**If there are any problems, such as the fire alarm going off or no heat, please call one of the following numbers immediately. Phone in health room—

Signature of the Person Responsible _____ Date: _____

Administrative Action

Request Approved _____ Request Denied _____ Reason: _____

Fee for Usage: \$ _____

Payment received: \$ _____ Date: _____

Principal, East Montpelier Elementary School Date