

FACILITIES RENTAL

District Facilities - Use Requests and Rentals

District facilities are available for use by employees for district-sponsored activities. In addition, outside organizations may request the use of district facilities. Requests from outside groups are reviewed by the building administrator and the Director of Buildings and Grounds. Rental fees are charged to outside organizations based on the group's "classification." Details can be found in the Classes of Organizations document.

To request the use of district facilities, follow the appropriate steps below:

Requests by employees and district-sponsored teams, clubs, etc.

1. Contact the building administrator in charge of the facility you wish to reserve (see the contact list below). If your initial contact is by telephone, it is recommended that you follow up your request in writing via email or internal memo.
2. The building administrator will check the facility calendar for availability and inform the employee of the request approval or denial.
3. If the requested time for use of the facility is outside the normal work hours of the school's staff, the building administrator will contact the Director of Buildings and Grounds to request any necessary custodial coverage.
4. The building administrator (or designee) will submit the event (if applicable) to the online district calendar.

Requests by outside groups and organizations

1. Contact the building administrator in charge of the facility you wish to reserve request (see the contact list below).
2. If the facility is available, complete the Request for Facility Rental form. Details about rental fees, classes of organizations and rental terms and conditions can also be found attached.
3. Forward the completed Request for Facility Rental form to the building administrator (addresses and fax numbers found below) as soon as possible.
4. The building administrator will review the completed form. If all information provided is in order, the form will be signed by the administrator and forwarded to the Director of Buildings and Grounds.
5. The Director of Buildings and Grounds will review the request and provide estimated fees. A signed copy of the form will be forwarded to the original requester, the Director of Buildings and Grounds, the School and the District Office.
6. Approved requests (by outside groups and organizations) will be posted on the district's online calendar by the District Office.

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Unit Office

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