

**Monroe-Gregg School District
Request for Use of Facilities**

Date of request: _____

Organizations must provide proof of insurance coverage before being permitted to use the facility.

	Date	Time	Date	Time
Facility Usage Date(s): _____	_____	_____	_____	_____
& Times _	_____	_____	_____	_____
	_____	_____	_____	_____

(If additional lines are needed, please attach a separate paper with all dates required)

Location / Building: High School _____ Middle School _____ Elementary _____ Outside _____ Other _____
 Specifics & Details of request: _____

(please include all areas you are requesting, cafeteria, gym, etc.)

Organization: _____

Name: _____ Signature: _____
 (name of person requesting facility)

Contact Numbers: _____
 (work, home, cell numbers)

Mailing Address: _____

Payment for Custodial Personnel Will Be Paid by: _____ Total Hours of Facility Use: _____

Name: _____ Organization: _____

Address: _____

Contact Numbers: _____

----- FOR OFFICE USE ONLY -----

Request: Approved / Disapproved _____

Notification: Custodial Director _____ Custodian _____ Admin. Center. _____ Principal & Athletic Dir. _____

Payment will be due upon receipt of a bill from Superintendent's Office, stating the amount, time, and date of services performed. Check should be made payable to: Monroe-Gregg School District, Attn: Treasurer.

Employee Assigned: _____ Number of hours worked: _____
 (Federal Law requires overtime payment for employees working over 40 hours per week)

Total Billing Cost: Number of Hours × Usage Rate + Additional Expenses = _____
 _____ × _____ + _____ = _____

Use of School Building or Facilities by Organizations or Groups

School related and community based groups such as; Monrovia Youth Sports Programs, PTO, Band Boosters and Athletic Boosters, etc. with the exception of the rental/usage fee. Community programs provided for children of the Monroe-Gregg School District shall be charged only a custodian fee for clean-up required outside the normal custodial work hours. Rental and energy costs will be waived unless deemed necessary by the Administration.

The Board from time to time may authorize other uses of school buildings or facilities by certain groups or individuals.

Groups using school buildings or facilities will be responsible for the conduct of their members and a school employee approved by the appropriate principal must be on duty while the group is using school buildings or school facilities and the group will be responsible for properly cleaning and securing the building or facility after the group leaves.

Groups using school buildings or facilities may be required to compensate certain school employees such as custodians and cafeteria personnel for supervision, clean-up and food preparation activities. Use of school kitchens by groups may require the presence of a school food service employee.

School facilities are not to be used for private gain, either commercially or individually.

Adopted 1/11/2010

Lab Room	\$50 + 25 EF
Class Room	\$25 + 20 EF
Cafeteria	\$50 + 30 EF
Gymnasium	\$75 + 30 EF
Outdoor Facility	\$50 + 30 EF (if the lights are used)
Monrovia Youth and Community Organizations	\$25 per hour for Custodial Expenses Only

*Additional personnel costs will be charged as needed

*EF: Energy Fee