



APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITIES – JOINT USE
(To be used for Thomas Jefferson, Gunston, Drew, Hoffman-Boston, Langston)

APPLICATION MUST BE SUBMITTED TO THE FACILITY COORDINATOR NO LESS THAN 20 DAYS BEFORE EVENT. IF APPROVED, ALL FEES AND OTHER REQUIRED INFORMATION MUST BE SENT TO THE FACILITY COORDINATOR AT THE SPECIFIC JOINT USE FACILITY 14 DAYS PRIOR TO THE SCHEDULED EVENT.

1. School/Facility requested
Name and Title of Person in Charge of Activity
Address (street) (county/city) (state) (zip code)
Phone (office) (home)
Email

2. Individual or Organization

3. Specific space requested: (note: custodial charges will occur outside of normal building hours)

Table with 3 columns: Rental, Additional Personnel, Special Equipment/Service. Rows include Auditorium, Auxiliary Gymnasium, Black Box Theatre, Cafeteria/MPR, Classroom/Conference room, Classroom (Specific use), Gym, Kitchen, Thomas Jefferson Gym, Washington-Lee Gym, Swimming Pools.

4. Activity date(s)
Table with 3 columns: Date, Hours (Beginning), Hours (Ending)

5. Type of activity

6. Is the organization a non-profit? No Yes (must provide evidence of non-profit status)

7. Is there a third-party contract or arrangement with a profit-making individual or organization? Yes No

8. Will the user collect fees? Yes No
Admission: Adults \$ Children/Youth \$

9. Number of people projected to attend: Adults Children/Youth

10. Does the organization have General Liability insurance coverage? Yes No (proof of coverage required - please see PIP 40-1.19 for specific information)

The undersigned agrees that he or she is familiar with, and will abide by the current version of APS Policy 40-4.19 and PIP 40-4.19.1. The undersigned also agrees that he or she is authorized to sign below on behalf of any organization listed in item 1, and that such organization will be liable for any and all claims, damages, or expenses resulting from use of the school facility, including, but not limited to, damages to School Board property and costs, attorney's fees, expenses or damages resulting from the user's failure to comply with this agreement or any federal, state, or local law, regulation, or other requirement.

(signature) (position) (date)
NOTE: When schools are closed because of inclement weather, APS and PRCR may agree to open joint-use buildings if weather conditions are conducive for opening and do not jeopardize the health and safety of staff or residents.

CALCULATION OF FEES BY SCHOOL PERSONNEL

Group 1 Group 2 Group 3 Group 4

1. RENTAL
Table with columns: No., x, Hrs., x, Fee, =, \$. Rows a-k: Auditorium, Auxiliary Gymnasium, Black Box Theatre, Cafeteria/MPR, Classroom/Conference room, Classroom - Specific purpose, Gym, Kitchen, Thomas Jefferson Gymnasium, Washington-Lee Gymnasium, Swimming Pools.

2. PERSONNEL
Table with columns: No., x, Hrs., x, Fee, =, \$. Rows a-i: Custodian - time & one-half, Custodian - double time, Cafeteria Manager, Facility Event Coordinator, House Manager, Maintenance Technician, Audio/Visual Equipment Technician, Assistant Audio/Visual Equipment Tech, Student Technician.

3. SPECIAL FEES/EQUIPMENT CHARGES
Table with columns: No., x, Use/Hrs., x, Fee, =, \$.

From: School
Approved Disapproved

Signature of Principal/Designee
Reasons for Disapproval

FACILITY COORDINATOR USE

IRS 501(c)3 form submitted Yes No N/A
Liability insurance policy submitted Yes No N/A
Fees Received: Amount \$ Date
Fees to Finance: Custodial/Cleanup \$ Room Rental: \$
Additional Personnel \$ Special Fees/Equipment \$