

Mountain View School District  
Building & Facilities Request Form

If this form is not signed and returned to the Principal's office prior to your event, you will not be able to use our facilities. This applies to anyone using school district property.

Requesting to use (check one): \_\_\_\_\_ Elementary \_\_\_\_\_ High School

Non-profit Organization: \_\_\_\_\_ Yes \_\_\_\_\_ No

Facility Needed: \_\_\_\_\_ Auditorium \_\_\_\_\_ Cafeteria \_\_\_\_\_ Gym \_\_\_\_\_ Kitchen \_\_\_\_\_ Classroom

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Setup Begin Time: \_\_\_\_\_ Breakdown End Time: \_\_\_\_\_

Name of Organization \_\_\_\_\_ Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

User shall provide school district with a Certificate of Insurance as evident that it has liability insurance and with Mountain View School District named as a Certificate holder. Coverage: 1,000,000 liability minimum.

**Set up request/equipment needed (check all that apply)**

\_\_\_\_\_ Microphone/Podium

\_\_\_\_\_ Risers

\_\_\_\_\_ Tables - # needed \_\_\_\_\_

\_\_\_\_\_ Chairs - # needed \_\_\_\_\_

**Support required\* (check all that apply)**

\_\_\_\_\_ Cafeteria Support

\_\_\_\_\_ Security

\_\_\_\_\_ Custodial Support

\_\_\_\_\_ Stage Manager (if available)

\_\_\_\_\_ IT Support (if available)

Send completed Building Use Request Form to building principal along with \$100.00 refundable deposit.

\*Additional fees apply. See attached Fee Schedule.

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Office Use Only

Date Received \_\_\_\_\_ by: \_\_\_\_\_

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor of Building Maintenance and Grounds: \_\_\_\_\_ Date: \_\_\_\_\_

Billing Required: \_\_\_\_\_ Yes \_\_\_\_\_ No Amount: \_\_\_\_\_

**MOUNTAIN VIEW SCHOOL DISTRICT  
USE OF SCHOOL FACILITIES POLICY**

November 10, 2008

**FEE SCHEDULE:**

<u>Room</u>	<u>Building</u>	<u>Daily Rate (A)</u>	<u>Daily Rate (B)</u>	<u>Daily Rate (C)</u>
Auditorium	High School	\$ -	\$ -	\$ 150
Gymnasium	High School	\$ -	\$ -	\$ 150
Cafeteria and/or Kitchen	High School	\$ -	\$ -	\$ 150
Auditorium	Elementary School	\$ -	\$ -	\$ 150
Gymnasium	Elementary School	\$ -	\$ -	\$ 150
Cafeteria and/or Kitchen	Elementary School	\$ -	\$ -	\$ 150
Classrooms/other rooms	ES/HS	\$ -	\$ -	\$ 50

- (A) - **School Related Groups** - Must be directly involved and organized for the sole purpose of supporting a school function. (ex. Band/music, boosters, athletic booster, PTA's, etc.)
- (B) - **Non-School Related, Non-Profit Groups** - Must be nonprofit, organized for charitable purposes, and consist of residents. Must submit bylaws and/or constitution and list of current officers.
- (C) - **Private, For-Profit Groups** - May be nonresident and organized for profit. Must not be religiously oriented or subversive in nature.

*\*A \$100 refundable breakage fee must be submitted with all applications. This fee is to be in the form of a check. The check for the \$100 breakage fee will be returned and the district shall bill for the total cost of personnel services and facilities used.*

**OTHER FEES:**

Audio Visual Equipment (Lamps/Bulbs)	\$25
Spotlight	\$25
Custodial Services	Hourly Rate Prescribed
Cafeteria Staff	Hourly Rate Prescribed
Constable/Car Parker	Hourly Rate Prescribed
Security	Hourly Rate Prescribed
Stage Manager	Hourly Rate Prescribed

*\*All groups are responsible for Other Fees, regardless of A, B, or C group status. A waiver is possible at the discretion of the administration.*

**MOUNTAIN VIEW SCHOOL DISTRICT  
USE OF SCHOOL FACILITIES  
HOLD HARMLESS CLAUSE**

The requesting organization (and the undersigned officer, agent, or representative, thereof individually and jointly and severally, with the organization), or individual, agrees (a) to pay for and assume full liability for any loss or damages to persons or property or claims therefore resulting to or arising from the use of school district property or facilities by such organization or individual (and those granted access to the facility thereby) whether from an occurrence at the property or facility itself during such use, before or after any such use, going to and from any such use, in or about available parking areas or otherwise; (b) to reimburse and/or hold harmless the school district, its Board of Directors, and the members, agents and employees thereof from any such loss, damage or claim, including, but not limited to its or their attorney's fees; and (c) to pay any attorney's fees and costs paid or incurred by the school district to enforce any obligations or imposed under this paragraph or otherwise herein.

Note: This waiver is effective for the dates, or range of dates listed below, and must be completed prior to approval for facilities usage.

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**Name of Requesting Organization or Individual**

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**Purpose of Request (Type of Activity/Event)**

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**Requested Date(s) of Facilities Usage**

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**Signature of Individual or Authorized Organizational Representative**

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**Date**