

Organization: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone# \_\_\_\_\_ E-mail address \_\_\_\_\_

Required

Date(s) and Time(s) Requested: \_\_\_\_\_

Event: \_\_\_\_\_

Number of Rooms Requested \_\_\_\_\_ Number of persons attending \_\_\_\_\_

**INSTRUCTIONS (Please read carefully)**

1. Application for school facility use shall be made to the Office of the Principal.
2. Whenever possible, application shall be filed at least two weeks prior to the date requested. The district will not always be able to approve requests with less notice.
3. Applications must be signed by an authorized representative of the group.
4. A single application may be made for a series of similar activities. The District will not accept requests for multiple/recurring activities/events from groups other than school organizations or State/Federal agencies.
5. Applying organizations will receive e-mail notification if the application is approved or denied.
6. The regular school program shall take precedence over any community organization request.
7. There shall be no serving of refreshments in school buildings unless permission is granted to appropriate areas generally used for such purposes.
8. Smoking and alcoholic beverages are not permitted at any time on school property.
9. The use of school facilities shall be limited to specific areas for which permission has been granted.
10. Two custodial/maintenance staff members of the school district shall be present in the building at all times when such building is being used.
11. It shall be the responsibility of the officers of the organization requesting the use of school facilities to enforce all rules and regulations and to accept complete responsibility for all members, guest, and/or visitors.
12. The sponsoring organization shall be responsible for personal liabilities and property damage while the facilities are being used.
13. The Sussex Technical Board of Education requires that the sponsoring organization purchase special event insurance and list Sussex Technical School District as an additional insured. This can be easily accomplished by contacting your insurance agent.

**CONDITIONS**

1. I/We understand that these special arrangements may affect the rates charged. I also understand that the school district is not responsible if special arrangements are needed but not requested.
2. I/We understand that violation of federal or state laws or school board policy will mean discontinuance of the use of facilities.
3. I/We have read the "Instruction and Conditions" for Use of School Facilities and certify that our organization will obey and enforce all rules and regulations and will accept complete responsibility for all of its members, guests, and/or visitors.
4. I/We have read the "Fee Schedule" for Use of School Facilities and understand our organization will be charged a rental or personnel fee according to our category classification for the services of required staff and for special arrangements.
5. I/We understand that the Sussex Technical High School requires all facilities usage to end at 9:45 p.m.
6. In consideration for permitting the Organization or Individuals listed above to use the buildings, grounds and/or facilities of the District on the above listed dates, the undersigned duly authorized officer or representative of the Organization agrees, for and on behalf of the Organization, to release the District, the District Board of Education and their agents, employees and representatives (collectively referred to as "the District") from all claims arising from the Organization's use of the facilities. The Organization also agrees to defend, indemnify and hold harmless the District from all claims arising from the acts, omissions, and/or negligence of the Organization, and all invitees of the Organization, as well as all claims arising from the acts, omissions, and/or negligence of the District.
7. **Further, I/We have purchased special event insurance and listed Sussex Technical School District as an additional insured as noted on the attached certificate of insurance or correspondence from my/ our insurance company.**

The grant of permission to use by Sussex Technical School District is subject to and conditioned upon its compliance with the terms and provisions of 10 Del.C. 1056, which are incorporated herein by reference.

\_\_\_\_\_  
Representative of Organization Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sussex Technical School District Representative

\_\_\_\_\_  
Date

**\*\*\* FOR SUSSEX TECH SCHOOL DISTRICT USE ONLY \*\*\***

**CHARGES**

\$ \_\_\_\_\_ Building or Field Fee

\$ \_\_\_\_\_ Custodial or Personnel Fee

Insurance Provided YES NO

\$ \_\_\_\_\_ Media/Technology Services/Equipment Fees

**Estimated charges in the amount of \$ \_\_\_\_\_ are agreed upon. \$ \_\_\_\_\_ deposit is due (7) business days prior to event. Balance is due (7) business days after the event. Failure to submit payment will cancel and prohibit any future use or application. \*Any damage/repair costs will be an additional charge and due within (14) days of notification. Make all checks payable to Sussex Technical School District.**

**APPROVAL, DATE, AND CATEGORY II FEE SCHEDULE**

Day	Date "FROM"	Date "TO"	Start Time	End Time	Room Assignment (For Sussex Tech only)
M T W R F					
M T W R F					
M T W R F					
M T W R F					

**Category I** will consist of community groups that are directly related to the primary purpose of education, or certify the reason for use of school facilities to be educational, cultural, or civic in nature. The district reserves the right to request a letter explaining the goals and objectives of the group and how its activities are educational, cultural, or civic in nature. There will be no charge for use of school facilities for this category provided the used facilities are when extra custodial staff and utilities are not required and no special arrangements are requested. If facilities are requested by users in this category at times the building is not normally staffed by custodians or if extra cleanup is required, then users in this category shall be assessed the same rates as Category II users. The following are examples of **Category I** organizations:

- |  |                        |  |
|--|------------------------|--|
| Boy Scouts of America                  | Girl Scouts of America | Recognized, Non-Profit Civic Organizations |
| Sussex Technical Education Association | 4-H Clubs              | Booster Clubs                              |
| YMCA - Student Activities              | Little Leagues         | Tech Prep                                  |

**Category II** pertains to organizations and community groups that are not directly related to the primary purpose of education and whose reasons for use of school facilities are primarily political, religious, business, or recreational in nature. Any group that qualifies for the use of school facilities under the provisions of this category must certify that there is no individual monetary gain for representatives of the organization and that all charges or admissions in excess of costs will be donated to a charitable purpose as defined for the State of Delaware Personal Income Tax. Category II users will pay the following charges to the Sussex Technical School District:

1. Charges when schools are normally staffed with custodial personnel:
  - a. Fees in accordance with approved rate schedules charged on an hourly basis.
  - b. Any other operation or special costs.
  - c. Custodial fees at the overtime rate if activity requires extra custodial assignment because of extensive preparation or cleanup time.
2. Charges for use of facilities during hours when schools are not normally staffed with custodial personnel:
  - a. Fees in accordance with approved rate schedules charged on an hourly basis.
  - b. Any other operation or special costs.
  - c. Custodial fees at the overtime rate. Organizations will be charged for the entire time school personnel are on duty including preliminary preparation activities, during the actual program or event, and throughout the cleanup period.

**Technology:** A tech support person may be required to be present when using technology/computer lab. This is at the districts' discretion.

**Kitchen Facilities:** When a community organization is requesting to use serving line/utensils for the purpose of serving food in the cafeteria, such usage shall be performed by the cafeteria manager or their designated representative (member of the cafeteria staff). The organization will be charged for the entire time such personnel are on duty including preparation and cleanup time.

**Custodial:** Custodial personnel are required to be present in the building at any time facilities are in use.

**Special Arrangements & Assurances:** Most classrooms are equipped with TVs, VCRs, and projectors. However, if special arrangements are requested regarding tables, special furniture, or equipment extra fees may be charged.

**Category II Fees**

Item	No. Hours	Cost	Item	No. of Hours	Cost
Cafeteria		\$50 per hour	Custodians		\$35 per hr per person
Kitchen		\$50 per hour	Classroom aides		\$32 per hr per person
Gymnasium		\$50 per hour	Secretaries		\$35 per hr per person
Media Ctr/Classrooms		\$15 per hour per room	Nurses/Teachers		\$75 per hr per person
Athletic Field		\$50 per hour per field	Administrators		\$80 per hr per person
Shop Tools/Equipment		\$50 per hour	Stadium		\$50 per hour
Machine Tools/Equip.		\$60 per hour	Stadium with lights		\$65 per hour
Audiovisuals		\$20 per item	Kitchen Staff		\$35 per hr per person
Computer Lab(s)		\$50 per hour per lab	Tech Support		\$50 per hr per person

**For School Use Only**

Approve <input type="radio"/>	Disapprove <input type="radio"/>	Principal/Asst. Principal	_____	_____
Approve <input type="radio"/>	Disapprove <input type="radio"/>	Adult Education Division	_____	_____
Approve <input type="radio"/>	Disapprove <input type="radio"/>	Athletic Director	_____	_____
Approve <input type="radio"/>	Disapprove <input type="radio"/>	Café Supervisor	_____	_____
Approve <input type="radio"/>	Disapprove <input type="radio"/>	Building Chief	_____	_____
Approve <input type="radio"/>	Disapprove <input type="radio"/>	Supervisor of Trans & Operations	_____	_____

The Sussex Technical School District Board of Education is committed to a policy of nondiscrimination and equal opportunity in relation to race, color, gender, religion, age, disability, marital status, national origin, genetic information, or other legally protected categories. This policy will prevail in all matters concerning staff, students, education programs, and services, and persons with whom the district does business. In keeping with the Board's commitment and the requirements of law, the district and staff will promote equal opportunity in employment, assignment, and promotion of personnel; in educational services and opportunities offered students; in location and use of facilities; and in educational materials. Revised and Approved 3/11/19