



CARSON HIGH SCHOOL
USE OF SCHOOL FACILITIES APPLICATION – In House Only

Purpose of use _____

*If this is a yearly repeat of event, please use the same event name ie: NHS Meeting; Academic Award

** If event is a fundraiser please submit Fund Raiser Form for approval to Activities Director or Athletic Director for Athletes.

Start Date _____ End Date _____ Exact Event Time _____ to _____

Days of usage: Monday Tuesday Wednesday Thursday Friday Saturday *Sunday only by Admin Approval

Time of set up: From _____ to _____ Time of clean up: From _____ to _____

Location of Event _____

(Gym, Classroom, Etc.) *Library reservation request are booked online or check with the library for assistance.

Facility availability can be checked on the main calendar at www.nnd1.org – Carson High School

Is admission to be charged? Amount of admission fee? _____

Full responsibility for proper care for the property, facilities, and equipment will be assumed by the organization named below and it will pay for any loss, damage or destruction. The undersigned further agrees to hold harmless the Carson High School, Carson City School District, its employees, agents, administrators, staff and representatives, of, from, and against any loss, claim, damage, or injury to persons or property arising or resulting from the activity or event and from the use of the property, facilities, and equipment.

Name Date Advisor/Dept. Chair/ Coach Signature Date

Organization Site Administrator’s Approval Date

E-mail Athletic Administrator’s Approval

Telephone/Fax **TOTAL FEE DUE** _____

The following general regulations concerning the use of the premises are to be made known to all persons connected with the program.

TERMS AND CONDITIONS

1. The Carson City School District will make its facilities available to local community organizations who cooperate and follow the rules and regulations established. Use of school facilities requested by any individual or group where financial gain is involved or requests for commercial use will not be approved. Requests by educational groups, charitable groups, etc., will be approved provided the requested does not conflict with other programs. Political meetings, which are open to the public, are considered to be of a general program of public education.
2. In most cases, it is necessary to charge a fee for the use of the facilities. If it is necessary to charge a fee, the applicant will be informed. These fees will be used to defray the portion of the expenses made by increased use of heat, lights, maintenance, supplies and other related services.
3. Application for the use of a school facility should be made at **least one (1) week** before the day of use, pending the Administration approval. **All applications must be filled out completely.** After an application is received, the site administrator must approve it before a group can use the facility. The applicant will receive a copy of the application indicating if use has been approved or not. **THE SCHOOL DISTRICT HAS THE RIGHT TO CANCEL ANY REQUEST(S) WHICH COME IN CONFLICT WITH A SCHOOL ACTIVITY SCHEDULED FOR THE SAME TIME. SCHOOL DISTRICT FUNCTIONS TAKE PRECEDENCE OVER OUTSIDE USE.**



(Complete back of page)

4. In compliance with safety regulations, no smoking will be permitted in school buildings or school grounds. The possession or use of alcoholic beverages on the school premises is prohibited. In accordance with local and state laws any possession or use of controlled substances on school premises will be reported to local authorities.
5. In the event a Middle School or High School gymnasium is requested, a floor cover may be required. If it is used for an athletic event all participants must wear gym shoes.
6. Carson City School District rules for sanitation (Custodial Handbook, available upon request) must be followed at all times. Any damages will be chargeable to the participating group.
7. Any infraction of these rules and regulations will result in the immediate expulsion of the group concerned.

I have read and understand the aforementioned rules and regulations. _____

Signature and date

Check Facilities and Equipment Required:

<input type="checkbox"/>	Classroom / Number _____	<input type="checkbox"/>	Chairs* - Amount? _____
<input type="checkbox"/>	Conference Rm. - Admin.	<input type="checkbox"/>	Tables* - Amount? _____
<input type="checkbox"/>	Conference Rm. - Guidance	<input type="checkbox"/>	Extension Cords*
<input type="checkbox"/>	Conference Rm. /Technology Center	<input type="checkbox"/>	Power Strips*
<input type="checkbox"/>	Culinary Café	<input type="checkbox"/>	Television*
<input type="checkbox"/>	Fields - Specify _____	<input type="checkbox"/>	Audio/Visual Equipment
<input type="checkbox"/>	Library* Must reserve or get prior approval	<input type="checkbox"/>	Podium*
<input type="checkbox"/>	Parking Lot _____	<input type="checkbox"/>	Sound System (see #6)
<input type="checkbox"/>	Restrooms - Exterior	<input type="checkbox"/>	Lights* _____
<input type="checkbox"/>	Restrooms - Interior	<input type="checkbox"/>	Gates* (Location) _____
<input type="checkbox"/>	Showers and Locker room - Girls	<input type="checkbox"/>	Administrator _____
<input type="checkbox"/>	Showers and Locker room - Boys	<input type="checkbox"/>	CHS Cafeteria <input type="checkbox"/> Upper <input type="checkbox"/> Lower
<input type="checkbox"/>	Custodial charge*	<input type="checkbox"/>	Concession Stand <input type="checkbox"/> Inside <input type="checkbox"/> Outside
<input type="checkbox"/>	Security charge*	<input type="checkbox"/>	Kitchen / Cook Baker* (See notes below: item #4)
<input type="checkbox"/>	Special use charge	<input type="checkbox"/>	Mezzanine (above Gym.)
<input type="checkbox"/>	Senator Square	<input type="checkbox"/>	Thermometer (check out from facilities)
<input type="checkbox"/>	Gym <input type="checkbox"/> Big <input type="checkbox"/> Small	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Gym Floor cover as needed*		

- Notes:
1. Any items requested which are not listed above will be charged according to costs incurred.
 2. If approved, this request is subject to change upon needs of the School District.
 3. Traffic Officer may be required by the sheriff's department if attendance is high.
 4. Catering charges will apply along with required staff supervision rates.
 5. When requesting library equipment, it is the responsibility of the event planner to check out and return The requested technology to the library.
 6. **UPSTAIRS SOUND SYSTEM MIC, MUST BE CHECK OUT THROUGH FACILITIES**

* Appropriate Carson City School District staff charges apply with regard to facilities and equipment management.