

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 64
Bradford Corinth Hudson Kenduskeag Stetson

APPLICATION FOR FACILITY USE

Name of person requesting facility _____
Address _____
Home Phone _____ Work Phone _____
Name of organization if applicable _____

Please circle the name of the facility/area being requested:

| Facility/Area | |
|---|------------------------------------|
| Central High Gymnasium | Hudson All-Purpose Room |
| Central High Cafeteria | Hudson All-Purpose Room w/Kitchen |
| Central High Cafeteria w/kitchen | Bradford All-Purpose Room |
| Central Middle School Gymnasium | Kenduskeag All-Purpose Room |
| Central Middle Cafeteria w/kitchen | Stetson All-Purpose Room |
| Central Middle Cafeteria | Stetson All-Purpose Room w/Kitchen |
| All Classrooms (each – rented only during Regular custodial working hours) | |

Please describe activity or event for which facility is requested _____

Facility is being requested for: Date(s) _____

Starting time _____ Ending time _____ Number of people _____

Are chairs requested? (yes/no) _____ If so, how many? _____ Is a podium requested? (yes/no) _____

Additional time for custodian clean-up will be charted.

I have had an opportunity to read the Board policy regarding facility use, and agree to abide by the general rules, regulations and fees as stated in the policy (fees also outlined on reverse side of this application).

Signature of Applicant: _____ Date: _____

Please return this application and a \$10.00 deposit. If the application is approved, a copy will be returned to you along with a receipt. If the application is not approved, a copy will be returned to you along with your deposit.

FOR SCHOOL USE ONLY

Application Approved _____ Not Approved _____
Authorized Signature Authorized Signature

Basic rental fee \$ _____
Estimated cost for staff services \$ _____
Estimated total \$ _____

Billing for the rental (including base fee, actual costs for personnel, less the deposit) will be issued following the use of the facility.

Potential Users of Facilities

Potential users of school facilities are classified as follows:

1. School and school associated
2. Civic and non-profit, school oriented or community instructional or educational services
3. Civic and non-profit, non-school oriented services
4. Private and/or political
5. For profit

II. Fees

Fees are based on a basic rental fee and additional charges will be required to pay for appropriate custodial and/or kitchen worker costs.

Fees to be charged are as follows:

1. No fees – limited use of facilities and time restrictions.
2. No fees – limited use of facilities and time restrictions – will be responsible for costs associated with utilities and food service/maintenance personnel if scheduled outside of regularly scheduled hours
3. Reduced fees.
4. Full fees
5. Board action required.

Schedules of fees for a three-hour rental period (not including custodial or kitchen worker services):

| Facility | Regular | Reduced |
|---|---------|---------|
| Central High Gymnasium | \$60.00 | \$40.00 |
| Central High Cafeteria | 50.00 | 30.00 |
| Central High Cafeteria w/Kitchen | 70.00 | 50.00 |
| Central Middle School Gymnasium | 65.00 | 55.00 |
| Central Middle Cafeteria w/Kitchen | 75.00 | 55.00 |
| Central Middle Cafeteria | 55.00 | 45.00 |
| Stetson All-Purpose Room | 45.00 | 35.00 |
| Stetson All-Purpose Room w/Kitchen | 55.00 | 45.00 |
| Hudson All-Purpose Room | 55.00 | 45.00 |
| Hudson All-Purpose Room w/Kitchen | 65.00 | 55.00 |
| Bradford All-Purpose Room | 25.00 | 20.00 |
| Kenduskeag All-Purpose Room | 25.00 | 20.00 |
| All Classrooms (each – rented only during Regular custodial working hours) | 25.00 | 20.00 |

Fees are based on a maximum use period of three hours. Fees will be increased on a pro-rata basis beyond three hours. Charges for rehearsals by groups renting the facilities for performances will be at a reduced fee rate.

Weekend, vacation periods, and/or other rental times when custodian and/or kitchen staff are not normally scheduled to work, will require additional charges for labor based on the use period. Support service personnel are guaranteed a minimum of four hours for Saturday and Sunday work at the rate of time and one-half.