



Category	Definitions/Examples	Charge
1	School Connected Organizations (e.g., Band Boosters, Athletic Boosters, Alumni Associations)	None
2	Non-School, Non-Profit Organizations, No Custodian Needed (e.g., Newton Arts Council, Local Service Organizations, Local Charitable Organizations, Adult Basketball Leagues)	None
3	Non-School, Non-Profit Organizations, Custodian Needed (e.g., Newton Arts Council, Local Service Organizations, Local Charitable Organizations, Adult Basketball Leagues)	Actual Cost of Custodian's Wages
4	Businesses and For-Profit Organizations (e.g., concerts, recitals)	\$300/day or \$150/half-day Plus Actual Cost of Custodian's Wages

Category 1 groups are encouraged to schedule their building use for times when custodians are on duty.

Proof of \$1,000,000 liability insurance coverage is requested from groups in Categories 2, 3, and 4.

The use of Building Contacts is authorized for groups in Category 2. That is, a member of the group may be issued a fob and be responsible for caring for and securing the building. Each principal is responsible for determining the eligibility of the Building Contact and the groups requesting use of the school.

**** Fob should not be shared with anyone - only the designated member of the group has rights to enter the rented facility with school issued fob. Fob can only be used on dates and times per the schedule.**

Cafeteria use requires a \$25 deposit from groups in Categories 2, 3, and 4.

If wired or wireless Internet access is needed, arrangements must be made ahead of time with the Technology Coordinator or building technician. These requests will be handled on a case-by-case basis.

1. If the Superintendent has determined that weather or emergency circumstances exist, then the event scheduled is automatically cancelled.
2. The District reserves the right to cancel any practice or event if it is viewed by the a District Administrator (or assigned district supervisor) as not in the best interest of the district due to conditions of the rented area, weather, or previous abuse of a rental agreement.
3. The District reserves the right to reopen a contract if the contract is not in the best interest of the District due to economic or scheduling reasons.

Jasper County Community Unit School District #1

Request for Use of a Building

(Please complete a separate form for each building)

**Dates of interest for facility usage need to be returned by October 1 of the school year in which such organization is interested in renting the facility.

**All organizations interested in renting the facility that have provided dates to the District by October 1 will be assigned dates in an equal and unbiased manner.

**A scheduling committee comprised of the HS Athletic Director, JH Athletic Director, HS Principal, JH Principal, and Assistant Elementary Principal will assign open dates to interested parties.

School Building (please circle one): SME Newton Elementary JCJH/NCHS

Organization making request: _____

Address: _____ City: _____ State: _____

Contact Person: _____ Phone: _____

Person responsible for opening/securing the building: _____

Activity planned: _____ Room(s) needed: _____

Requested Date(s) of Activity: _____ Times: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Will extra custodial time be needed? Yes No If so, what hours are they needed? _____

Please circle which category this organization falls into: Category 1 Category 2 Category 3 Category 4

Cafeteria will be used? Yes No *If yes, a \$25 refundable deposit is required.*

A copy of \$1,000,000 liability insurance policy is attached? Yes No

Principal Use

Recommend approval? Yes No

Comments:

Date: _____ Signature: _____

Unit Office Use

Cost Analysis

Custodian Hours _____

Hourly Rate _____

Benefits (%) _____

Total _____

Misc. Expenses _____

Cafeteria Deposit _____

Grand Total: _____

Date: _____

Approved

Not Approved

or

Superintendent

Director of Buildings & Grounds

Building Access

Fob issued? Yes No Activation Date: _____ Expiration Date: _____

Fob deposit fee (needs to be paid at the U.O. prior to fob being issued) Fee (\$10.00) _____ date paid

Days access is needed (circle one or more): Weekends Weekdays Times: _____

Door(s) needed (include door # if possible): _____

Alarm code issued? Yes No Code: _____ Internet access required? Yes No

Categories:

School Personnel -
job requires entrance

Coaches -
school-sponsored coaches

Community Member -
community representatives of the organization

Vendors/Emergency Personnel

Cost of Use of a Building

___ **School Related Organizations and/or Non-School, Non-Profit Organizations, No Custodians-No Fee**

___ **Non-Profit Organization**

Custodian/Cook (\$35.00 per hour) _____

___ **For Profit Organization/Businesses**

Custodian/Cook (\$35.00 per hour) _____ Building Use (\$300/day or \$150/half-day) _____

Cafeteria (\$25 deposit) _____

JASPER CUSD #1 RENTAL PROPERTY EXIT CHECKLIST

***This form must be completed, scanned and emailed to the respective building Administrator, or a hard copy delivered within 48 hours of using the facility.**

***Only the areas requested for use should be utilized during rental time in the Jasper County Unit #1 facilities!**

***All school equipment should remain in the rented area at all times - at no point should equipment leave the rented facility with renters!**

1. ___ Floors have been swept.

2. ___ All trash is picked up and removed from the building. Dumpsters are available by Auto Mechanics and the Quonset hut at JCJH/NCHS. At Newton Elementary, dumpster is located outside the MP room.

3. ___ Restrooms have been checked to make sure stools and urinals are flushed. All faucets are shut off.

4. ___ All lights are shut off.

5. ___ All doors and windows are closed and secure.

Please report any problems or broken items. _____

**** Complete below portion once the renter has verified that all areas above have been carried out:**

Renter Name (print) _____

Renter Signature: _____

Date: _____

Custodian Signature _____

Date: _____

Administrator Signature _____

Date: _____

****WE APPRECIATE YOUR HELP IN KEEPING OUR FACILITIES SAFE, CLEAN AND PRESENTABLE!!!!**