

# Waitsfield Elementary School: Building Use Form

3951 Main St Waitsfield, VT 05673-6037  
(802) 496-3643 fax (802) 496-3226 email: kkorb@wwsu.org

## Waitsfield Elementary School

Group making Request: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street City, State Zip

Date(s) requested for use: \_\_\_\_\_ Time of Use: from \_\_\_\_\_ a.m./p.m. to: \_\_\_\_\_ a.m./ p.m.

Purpose: \_\_\_\_\_

Specific room(s) requested: Gym \_\_\_\_\_ Library \_\_\_\_\_ Classroom \_\_\_\_\_ Kitchen \_\_\_\_\_ Other (specify) \_\_\_\_\_

Is the general public invited? Yes \_\_\_\_\_ NO \_\_\_\_\_

Is your organization: For Profit \_\_\_\_\_ Not for Profit \_\_\_\_\_

Will admission be charged? Yes \_\_\_\_\_ NO \_\_\_\_\_

If yes, what is the amount? \_\_\_\_\_ What are the anticipated earnings of the event? \_\_\_\_\_

Do you need any special equipment? Yes \_\_\_\_\_ NO \_\_\_\_\_

If yes, please specify: \_\_\_\_\_

Contact Person: (Person responsible): Name: \_\_\_\_\_

Phone: \_\_\_\_\_

We expect that groups follow the campers' code: **LEAVE THE BUILDING / AREA BETTER THAN YOU FOUND IT.**

### Also these particular rules & regulations apply:

- Only those areas requested are available; all other areas should be considered off limits unless special arrangements are made.
- No smoking anywhere, including in vehicles, on school property.
- Comply with safety regulations and policies of the Fire Department and the Health Department.
- Comply with all state, federal and local licensing requirements.
- Use facility only on specified dates and for purposes named in the application. Applications are not transferable and are not valid unless approved and signed by approval official.
- Drinking of alcoholic beverages and use of illegal drugs on school premises prohibited.
- Do not move furniture or equipment belonging to the school without permission.
- Alterations or additions to school property are prohibited. Temporary structures such as sets may be installed, provided requirements are made known at the time of application and approved, and provided no permanent damage or disfigurement will result. Nothing to be nailed, tacked, or fastened to any wall, inclusive of sign, without prior approval.
- Any special costs incurred by the School District in preparing for any function, or after such function, will be charged to the user.

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- If determined necessary by the building administrator, additional personnel will be assigned to cover a function and costs associated with them charged to the user. Details of costs will be included in fee on building use application.
- Any organization using school building shall leave the facility in the same order as found. Additional charges will be assessed and future use by an organization may be limited if violation of this rule occurs.
- The organization or individual(s) participating or requesting the use of the school district facilities agree to Hold Harmless and Indemnify Waitsfield Elementary School for damages of injuries experienced.
- Activities involving children must provide appropriate adult supervision. The administration will determine this ratio based upon the planned activity. Children must be supervised at all times.
- Vehicles to park only in designated areas.
- The sponsor of any group or organization applying for use of district facilities or grounds for athletic purposes or for other purposes which, in the opinion of the Principal, might require appropriate insurance coverage shall provide a certificate of insurance naming the school district as an additional insured. The certificate of insurance will be issued for a minimum to be determined by the Principal.
- Participants will not be restricted from participation for reasons of race, religion, sex, sexual orientation, creed, national origin or disability conditions.

## **The following stipulations will be applied for any programming planned for WES children:**

- ⇒ *Scholarships will be offered, at an amount to be determined based upon the cost of and number of participants in the program and determined by the building administrator.*
- ⇒ *Collaboration with the afterschool program will occur to insure smooth transitions for students involved in both programs and that students have guaranteed supervision for any time while at school but not in the special program.*
- ⇒ *A discount (10%) will be offered to all afterschool program participants to support families who may already be enrolled in aftercare also being able to afford this special programming*
- ⇒ *Coordination will occur with any other programming in the school that has overlapping interests in order to maximize the experience for all participants.*
- ⇒ *Preference will be given to free programming (that accessible to the widest number of participants).*

## **Check-out Checklist**

- Areas used are cleaned up and swept.
- All trash is removed and put in the dumpster.
- Chairs are stacked; cafeteria tables and bleachers are put back in place; any materials used are returned as you found them.
- Energy shades are closed (during heating season).
- Heat control for the gym is turned to night setting. Night set back switch for the gym is in the kitchen.
- E-Z vent switch in Art/Music room is off.
- All lights are turned off.
- If you are the last to leave the building all doors are locked.

\*\*Report problems or damage to school (496-3643) or, if urgent and after school hours, to:

Joe Robinson, Custodian      496-6703 (home)  
Kaiya Korb, Principal      496-7294 (home)

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I understand that when signing up to use the school on a weekly basis, there may be times when school personnel need to contact me to cancel its use because of school events and maintenance. There are also time when the community needs to use the facility for a special event.

I have read and agree to abide by these expectations.

Signature of the Person Responsible \_\_\_\_\_ Date: \_\_\_\_\_

## Administrative Action

Request Approved \_\_\_\_\_

Request Denied \_\_\_\_\_

Reason: \_\_\_\_\_

Fee for Usage: \$ \_\_\_\_\_

Payment received: \$ \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Principal, Waitsfield Elementary School Date