

# Scott City Community Schools USD #466

## Building Usage Request

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### Turn in to office of Buildings and Grounds 30 days before date to be used

After completing Organization section of this form, it will need to be turned in to the office of Buildings and Grounds. If you are using High School Auditorium to accompany this form you will also need to complete a SCHS AUDITORIUM USAGE REQUEST form.

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Building or Area to be Used \_\_\_\_\_

Use Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Doors unlocked if different from start time \_\_\_\_\_

Needs (list rooms, equipment and services needed) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The office of building and grounds will check with the building Principal and Division heads to assure the building and/or area is open to be used on requested date and assign cost. The form will then go to the Superintendent of schools for final approval. Board Office secretary will contact the organization for notification of approval and payment. Buildings may not be used until receipt of payment. Once payment is made, copies of this form will be sent to the building principal and appropriate division heads. Safety needs to be your organization's priority. Supervision is absolutely necessary. Failure to comply with the above guidelines will result in a loss of privileges in the future. The Board of Education reserves the right to assess any person, group or organization for any additional work needed or for any damages incurred while they use school facilities. Fees payable to Unified School District No. 466 or (USD #466).

I have read and agree to all terms and Guidelines herein.

(Signature) \_\_\_\_\_

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### Building and Grounds

Checked on (SCHS auditorium fee) \_\_\_\_\_ Date \_\_\_\_\_ Cost \$ \_\_\_\_\_

Called Building Principal (building open) \_\_\_\_\_ Date \_\_\_\_\_ Cost \$ \_\_\_\_\_

Called Food Service (Kitchen open) \_\_\_\_\_ Date \_\_\_\_\_ Cost \$ \_\_\_\_\_

Building and Ground \_\_\_\_\_ Date \_\_\_\_\_ Cost \$ \_\_\_\_\_

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### Superintendent of Schools

Approved \_\_\_\_\_ Date \_\_\_\_\_

(\_\_\_\_\_ Fees Waived) (\_\_\_\_\_ Fees Charged) **Total Cost \$** \_\_\_\_\_

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### BOE office

Payment was made on this Date \_\_\_\_\_ Payment of \$ \_\_\_\_\_

Received by \_\_\_\_\_ (\_\_\_\_ Cash) or (Check # \_\_\_\_\_)

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# Building Usage Fees Schedule

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## SCHS

Auditorium Usage Request form fees	\$ _____ + \$35.00	Cost \$ _____
Gym and Locker rooms	Number of rooms _____ X \$10.00 + \$35.00	Cost \$ _____
Home Economics	With food preparation _____ \$20.00 w/o \$15.00	Cost \$ _____
Commons Area (New Request per group if more than one at same time)	Number of groups _____ X \$35.00	Cost \$ _____
Classrooms	Total number of rooms _____ X \$10.00	Cost \$ _____
		<b>Total Cost \$ _____</b>

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## SCMS

Gym and Locker rooms	Number of rooms _____ X \$10.00 + \$35.00	Cost \$ _____
Home Economics	With food preparation _____ \$20.00 w/o \$15.00	Cost \$ _____
Lunchroom Commons Area	\$15.00	Cost \$ _____
Classrooms	Total number of rooms _____ X \$10.00	Cost \$ _____
		<b>Total Cost \$ _____</b>

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## SCES

Gym and Locker rooms	Number of rooms _____ X \$10.00 + \$35.00	Cost \$ _____
Lunchroom Commons Area	\$15.00	Cost \$ _____
Classrooms	Total number of rooms _____ X \$10.00	Cost \$ _____
		<b>Total Cost \$ _____</b>

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## Food Service

SCHS Kitchen	\$100.00	Cost \$ _____
SCMS Kitchen	\$50.00	Cost \$ _____
SCES Kitchen	\$50.00	Cost \$ _____
Worker Name _____	Number hrs _____ X \$15.00	Cost \$ _____
		<b>Total Cost \$ _____</b>

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## Building and Grounds

Event Contact _____	Phone # _____	
Worker Name _____	Number hrs _____ X \$15.00	Cost \$ _____
Worker Name _____	Number hrs _____ X \$15.00	Cost \$ _____
Worker Name _____	Number hrs _____ X \$15.00	Cost \$ _____
Worker Name _____	Number hrs _____ X \$15.00	Cost \$ _____
		<b>Total Cost \$ _____</b>

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