OTTO-ELDRED SCHOOL DISTRICT

BUILDING USE PERMIT APPLICATION

Return completed form to Mrs. Strait, O-E District Office.

Building Requested: Elementary   High School   **Application Date:** _____

Reason for Use: _____   **Dates Needed:** _____

Room/Facility Requested: Kitchen   Gym   Café   Library   Conference Rm: _____   Auditorium (do you need mics, lights, projection)

Locker Rm (Girls/Boys)

Other Rm/Facility (not listed): _____   **Equipment Needed:** _____

Arrival Time: _____ am/pm   **Departure Time:** _____ am/pm

Name of Organization: _____

Address: _____

City: _____   State: _____   Zip: _____

Print Name of Designee: _____   Phone # _____   E-mail: _____

School Board Policy regarding Use of Public School Facilities can be found at www.oesd.org , under School Board Policies. *I have read the regulations and do hereby certify that the activity which the organization is sponsoring agrees to observe all rules and procedures as stated.*

Signature:_____

To be Completed by District Office Personnel

		Approval Rec'd from Necessary School Personnel	**Added to Calendar**
Application Rec'd:	_____		
# of Days Used:	_____	**Estimate # of Hours:** _____	
Application Fee:	_____	**Paid** **Check No.** _____	

Notes: _____

_____

_____

_____

_____

THE SCHEDULE HAS BEEN CHECKED AND THE FACILITY IS AVAILABLE.

Approved (Superintendent): _____   **Date:** _____

OTTO-ELDRED SCHOOL DISTRICT

Building Use Fees are for *Non-School Events* Only
Fees reimburse District for costs related to Scheduling/Access/Use/Custodial Services

OESD Building – Use Fees

	SCHOOL RELATED	NON-PROFIT	OTHER
Classroom/Library	$0	$0	$10/hr
Cafeteria w/o Kitchen	$0	$5	$10/hr
Cafeteria w/ Kitchen	$0	$10/hr	$20/hr
Auditorium Event	$0	$20/hr	$50/hr or $1 per Attendee
Auditorium Rehearsal	$0	$10/hr	$25/hr
Auditorium Rotunda/Lobby	$0	$5/hr	$10/hr
Gymnasium	$0	$5/hr	$10/hr

- **Technology Use Fee (*not* Tech Center):** $20/Day (non-profit, other)
- **Auditorium Use:** Additional personnel costs may apply for light/sound use
- **Custodial Clean-Up Fee:** $50/Event (any group)
- **Custodial Clean-Up Fee:** $25/Event (any group-group participates)
- **Custodial Coverage During Event:** $25/HR (any group)
- **School Related Groups (example):** PTO, Booster Organization, Student/Employee Group

Robert J. Falk Technology Center – Use Fees

	FULL DAY (more than 4 hrs)	HALF DAY/EVENING
Room 1 or 2 (no computers)	$50	$25
Room 1 or 2 (w/ computers)	$75	$50
Combined 1 & 2 (no computers)	$100	$50
Combined 1 & 2 (w/ computers)	$150	$75
Teacher Assistance (per person)	$50/hr	$50/hr
Tech Support (per person)	$35/hr	$35/hr

**Fees above include Custodial Services & Access to Center

- Qualifying *non-profit group* fees discounted, *teacher assistance* costs excluded
- **Football Field Use:** Cost dependent upon any additional expense incurred by District for group use
- **Broadcast Fee:** Using District WIFI/Phone $50/Event