

**Kingston City School District**  
**APPLICATION FOR USE OF SCHOOL GYMNASIUMS AND ATHLETIC FIELDS/GROUNDS**

Submit to Athletic Director & respective Building Principal 10 school calendar days minimum  
or 90 maximum school calendar days prior to use date.

Person Making Request \_\_\_\_\_ Name of Organization \_\_\_\_\_

Address \_\_\_\_\_ Telephone Numbers (Day and Evening) \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Hours of Use \_\_\_\_\_

Approximate Number of Attendees \_\_\_\_\_ Person In Charge of Facility When In Use \_\_\_\_\_

Admission Charge? Yes \_\_\_\_\_ or No \_\_\_\_\_ Any Profit-Making Activities? Describe \_\_\_\_\_

School / Field Description / Room Requested: \_\_\_\_\_

Brief Description of Activity: \_\_\_\_\_

Equipment/Support Needed (i.e. AV equipment, sound system, podium, kitchen equipment, custodians): \_\_\_\_\_

Refreshments Served? Yes or No \_\_\_\_\_

**A certificate of insurance with the district listed as "additional insured" is required by outside groups. User is responsible for all damage incurred. Area must be left clean.**

*I agree, on behalf of the above indicated organization, that all members and guests will observe the regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to district property during the above indicated period of use. We also agree that our organization will, at all times, hereafter indemnify the district against any loss, damage, or expense of any kind which the district may sustain or incur because of use of the above described building by our organization, and we will further hold the district harmless for loss of any kind in connection therewith.*

**Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_



**Approval and Notification**  
**(If event is approved, person responsible must complete district facility use form.)**

Available: Yes \_\_\_\_\_ No \_\_\_\_\_ After Hours: Yes \_\_\_\_\_ No \_\_\_\_\_ School Sponsored: Yes \_\_\_\_\_ No \_\_\_\_\_

If a school function, list chaperones by name: \_\_\_\_\_

Custodian Needed: Yes \_\_\_\_\_ No \_\_\_\_\_ Staff Supervisor: \_\_\_\_\_

Equipment Needed: AV \_\_\_\_\_ Sound \_\_\_\_\_ Kitchen \_\_\_\_\_

Other: \_\_\_\_\_

Approval is GRANTED for facilities requested on indicated dates: Yes \_\_\_\_\_ No \_\_\_\_\_

Approval is DENIED because: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Building fees: \_\_\_\_\_ Custodial Fees: \_\_\_\_\_ Total: \_\_\_\_\_

Date Application Received: \_\_\_\_\_



Route to (initial and forward)  
*Building Principal:* \_\_\_\_\_ *Athletic Director:* \_\_\_\_\_  
*Business Office:* \_\_\_\_\_ *Buildings & Grounds Director:* \_\_\_\_\_

## **Kingston City School District Regulations for the Use of School Facilities**

1. Those using school facilities shall comply with all relevant state, federal and local laws, regulations, policies and regulations of the Board of Education and the Superintendent of Schools.
2. School buildings and playing fields may be used by non-school groups outside of school hours only with written permission of the Athletic Director and Building Principal. School clubs and organizations may use the school buildings and playing fields with the written permission of the building principal and will have preference over non-school groups and organizations.
3. No parts of the school shall be used except those specially requested and authorized, during the hours indicated. Changes in hours, dates, and facilities will be arranged in advance with the principal. Special set-up or cleanup arrangements are to be made with the building principal.
4. Adequate supervision and security personnel will be provided by the sponsoring organization as a condition for using the facility. A responsible adult with necessary assistance will be appointed to supervise the activity and maintain order. The building principal will be notified of the appointment in advance of the date, and the person so appointed will notify the custodian on duty of his arrival and departure from the activity.
5. The person or organization requesting use of the facilities will be held strictly responsible for the conduct of all people in attendance.
6. A certificate of liability insurance is held, and the district is named as "additional insured" is held by the sponsoring organization and must be received by the Business Office prior to the use or event.
7. No smoking on campus.
8. Persons using or presumed to be under the influence of intoxicating drinks or illegal drugs will be excluded from the buildings and grounds, and loitering will not be tolerated. Assistance in the enforcement of this regulation should be obtained from law enforcement agencies when such assistance is warranted.
9. Vehicles will be parked in proper areas as provided, and due respect for shrubs and lawn will be insured by the sponsoring group.
10. Accidents resulting in injury to any person or damage to any property will be reported as soon as practical, but no later than the next school day. A written report of the accident will be filed on forms provided for the purpose. Damage to school property, buildings, and equipment will be repaired to the satisfaction of the building principal, or the cost of required repairs will be accepted as a charge to the group and paid to the district business office.
11. When the school kitchen is required, the Food Service Supervisor or a member of the cafeteria staff selected by him/her will be assigned to duty. (A service charge will be based on the hourly rate of the employee and paid by the organization or group using the kitchen.)
12. School equipment will be used only with approval or assistance of school personnel.
13. Decorations, displays, and non-school equipment must conform to fire code regulations and will not be used or installed without prior consent of the building principal.
14. If refreshments will be sold or consumed, prior approval from the principal is required. All refreshments must be consumed in approved designated areas.
15. If the gym or multi-purpose room is used for athletic activities, all participants are to use gym shoes with rubber soles.
16. School facilities may be used on weekends and during vacation periods with prior approval, if adequate supervision is present and the costs for required custodial and/or cafeteria coverage while the facility is in use, or the cleaning necessary due to the use, is paid by the organization or group using the building.
17. On a day when school is closed due to weather or other emergency conditions, the use of school facilities is cancelled.

## FACILITY SCHEDULING PROCEDURE

### Scheduling Date

### Period Covered

August 15                                      September, October, November

November 15                                    December, January, February

February 15                                    March, April, May

May 15    June, July, August

\*All facility requests will be held until scheduling date

### Facility Use Priority

#### Level 1

All Kingston City School District activities. This includes athletic practices and games, educational programming, interscholastic activities, concerts, assemblies and club activities.

#### Level 2

Activities fully endorsed by the Kingston City School District. This includes community-related non-for-profit clubs or organizations that are using the facilities for an event that falls within the District mission and ultimately supports the students of the KCSD.

#### Level 3

District mission activities (at least 50% Kingston student participation). This includes activities that are intended for school-aged participants. This may include local youth groups such as Boy Scouts, Girl Scouts and non-profit organizations whose goal is to support community youth.

#### Level 4\*

Community service activities (50% Kingston participation). This includes activities sponsored by organizations whose mission is to support community service. May include local law enforcement, fire departments and community fundraising groups.

#### Level 5 \*

Adult recreation activities (75% Kingston participation). This includes activities organized by adult sport clubs, adult cultural, recreational and community groups.

#### Level 6 \*\*

Profit generating activities or events. This includes commercial groups organized for the purpose of providing an event or activity to make a profit. These users do not have charitable organization status and may charge an admission fee to an event.

\* Custodial fee may be added to total rental fee

\*\* Trained district staff must be present for duration of event

