

**BERKSHIRE LOCAL SCHOOLS
REQUEST FOR RENTAL OF SCHOOL FACILITIES**

First Name: _____ Last Name: _____

Organization: _____

Address: _____

Phone Number: _____

***For outside organizations: An Insurance Certificate of Coverage must be included when submitting this form. We require \$1 million in liability insurance with Berkshire Local Schools listed as "Additional Insured".**

BUILDING DESIRED		FACILITY DESIRED	
Berkshire High School		Classroom	
Burton Elementary		Classroom #	
Ledgemont Elementary		Large Gym	
Administration Building		Small Gym	
		Cafeteria	
		Library	
		Other: _____	

Date(s) desired: _____ Hours: _____

Time of event: _____ Purpose: _____

Equipment Needed: Microphone: _____ Tables: _____ Piano: _____ Projector: _____

Other: _____

Fees: \$34.44 per hour

If applicable, fees are charged to cover the overtime costs of the custodian

Donations over the total custodial cost may be designated for a specific Berkshire club, organization or sport

Amount \$: _____ Organization: _____

****For Office Use Only****

Approved by: _____, Bldg. Principal Date: _____

_____, Superintendent Date: _____

_____, Treasurer Date: _____

- To be billed to organization/club renting facility
- Not to be billed to organization/club renting facility

School facilities may be used by members of the community groups at times when school is not in session, or when the activity will not interfere with scheduled activities of the school. Charges for school facilities cover costs incurred by the Board of Education such as custodial costs, heating and lighting. Whenever the building is utilized by a community group, an employee must be present. Exceptions to this rule may be made with the Superintendent. If the building is used when a custodian is on duty, there may be a minimal cost for a final cleanup.

If the building is used at times when schools are not open for school purposes, the contracting group shall be responsible for paying all custodial costs, including overtime costs, which calculates to be **\$34.33 per hour**.

The Superintendent is authorized to waive this fee for community student groups and those groups who contribute regularly to the general welfare of academic or athletic programs for the Berkshire Schools. For long term or regular use, the principal and superintendent shall be authorized to negotiate appropriate contracts which will not result in any cost to the Board.

A School employee must be present if the kitchen equipment is used.

SMOKING: Smoking is not permitted on the grounds or in any district building at any time.

WE AGREE TO PROVIDE A CERTIFICATE OF INSURANCE UPON RECEIPT OF THIS APPROVAL.

WE HAVE READ, UNDERSTAND AND AGREE to abide by the rules and regulations of the Berkshire Board of Education for the use of school buildings and facilities.

Signed: _____ Date: _____
Responsible Party

Organization: _____