

## **RENTALS AND USE OF FACILITIES**

### **Procedures**

Application for use of school facilities shall be made to the designated school (listed above).

Sponsoring organizations shall provide sufficient, competent adult and/or special supervision and the amount of adequate supervision shall be agreed upon at the time the authorization is issued.

Alcoholic beverages and other narcotics shall not be permitted in school facilities or on school property at any time. Smoking is not permitted on any school property.

All applicants for use of school facilities shall hold the *Chittenden South Supervisory Union* free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities. Written proof of insurance and rental fees must be submitted at least 24 hours prior to the rental. Also, in the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be determined by the Superintendent and a bill for damages shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

The school Principal possesses the authority to make the final decision on use of school facilities by group.

The School District's playing fields may be used by District residents in accordance with posted regulations when they are not in use by the school or the Recreation Department. The use must be appropriate and compatible with each playing field and its surrounding area. Such use shall not result in destruction, damages, or undue wear or pose a hazard to children or others. The School District reserves the right to deny the use of its playing fields for activities which endanger others or cause damage. Should damage to fields and lawns occur, the Superintendent shall make reasonable effort to obtain restitution for the damage.

**Note: A custodian or other authorized staff member must be on the premises when any non-school group is using indoor school facilities.**

Fire and police protection shall be provided and paid for by the sponsoring groups when, in the judgment of the District, such coverage is warranted as per guidelines to be jointly developed and reviewed with the Police and Fire Chiefs.

The fee structure for rentals is approved by the Board of School Directors:

### **Waivers**

1. No fees are charged (except for personnel required) for use of school facilities for school-sponsored activities.
2. The Principal is empowered to waive fees, except personnel costs, when it is judged the proposed use of school facilities is of direct and primary benefit to the students and/or staff of the *Champlain Valley Union High School*.
3. The Principal is empowered to establish a "package fee" for special situations involving extensive use of school facilities.

**Champlain Valley Union High School**  
 369 CVU Road, Hinesburg, Vermont 05461  
 Telephone: 802-482-7100; Facsimile: 802-482-7108

**RULES AND REGULATIONS  
 REGARDING USE OF SCHOOL PROPERTY**

1. The school buildings, being under the control of the *Chittenden South Supervisory Union*, will be subject to rules and regulations established by the Board of School Directors.
2. School-age groups using the facilities will be responsible to their supervisor, who, in turn, is responsible to the building Principal and/or the custodians. Groups will not be admitted to the building until their supervisor arrives, unless arrangements have been previously made with the Principal.
3. Users of the facilities will remove all of their properties at the time they leave unless previous arrangements have been made.
4. Smoking is forbidden anywhere in school buildings or on school grounds.
5. No sale, dispensing, or use of liquid refreshment will be allowed at times of public use of school gym or auditorium facilities unless, in the case of social functions, permission has been secured in advance from the Principal. At no time will alcoholic beverages be allowed.
6. It is understood that the public school does not provide medical insurance covering injuries of any nature during the period of facility use. The undersigned here by releases the *Champlain Valley Union High School*, its successors, officers agents, and employees from any and all claims, demands, and causes of action arising out of activities conducted by the purchaser or its quests on or in school buildings, properties, or facilities and further assure that it is independently insured. The undersigned also acknowledges that the individual/group renting the facility does not discriminate against individuals based on age, sex, race, color, creed, national origin, disabling condition, sex orientation, or any other non-merit factor.
7. Charges for use by non-profit organizations are as follows:

**Facilities**

**Personnel**

Auditorium	\$120 per event	Computer Technician	\$55 per hour
Auditorium (2 hour maximum)	\$30 per hour	Custodian	\$30 per hour
* Lighting	\$45 per event	*Custodian on Sundays	\$40 per hour
* Sound	\$25 per event	Food Service Director	\$30 per hour
* AV Equipment	\$20 per event	Stage Crew Director	\$30 per hour
Cafeteria w/o appliances	\$25 per hour	Stage Crew	\$12 per hour
Cafeteria with appliances	\$35 per hour		
Gym with no locker rooms	\$35 per hour		
Gym with one locker rooms	\$40 per hour		
Gym with two locker rooms	\$45 per hour		
Classroom	\$15 per event		
Classroom with AV equipment	\$30 per event		
Computer Lab	\$150 per event		
Library	\$25 per hour		
Library with AV equipment	\$55 per hour		
School Grounds	\$15 per hour		

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**GUIDELINES FOR THE USE OF SCHOOL FACILITIES**

**I. General Use and Rentals**

- A. All groups wishing to use school facilities are to process their request through the designated employee available through the Principal's Office.
- B. Facility Rental Applications are available at the school offices. Once completed, the application is to be forwarded to the Principal (or designee) for approval and fee determination.
- C. The school will then issue a Rental Contract to the requesting party. The fee(s) to be paid will be determined by the school in accordance with Board Policy and Procedures. Only the Principal is authorized to waive or adjust fees in accordance with those policies.
- D. The school will send a copy of any contract they issue to the building secretary and will notify other persons, such as the Athletic Director, Food Service Director or custodians, who are affected by the rental.
- E. When school facilities are used by any persons during non-school hours, a custodian must normally be present for reasons of general supervision and building security. This requirement may, however, be waived by the Principal if proper arrangements have been made for supervision and security.

**II. School-Sponsored Activities**

- A. No fees are normally charged for the use of school facilities for school-sponsored activities other than the cost incurred as a result of special services (e.g., police, firemen, food service staff or extra custodial services.)
- B. School facilities may be used on Sundays for school-sponsored or school-related activities only with prior approval of the building Principal (or designee).

**III. Faculty/Staff Use of Facilities**

- A. Individual school employees wishing to use school gymnasiums, Tech Ed lab, etc., may do so with the permission of the school, providing that the usage is not for commercial purposes.
- B. School district employees wishing to use school facilities for group activities involving only youth and/or other school employees of the School District may do so without charge.
- C. School District employees wishing to use school facilities for recreational activities involving outside groups or individuals must apply for a permit and pay the required fee for a non-profit group.

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## RENTAL FORM

(Please Type or Print in Ink)

**TO BE COMPLETED BY THE APPLICANT:**

Name of Organization: \_\_\_\_\_  
Facilities Desired: \_\_\_\_\_  
Date(s) Needed: \_\_\_\_\_  
Hours Needed: \_\_\_\_\_  
Purpose of Rental: \_\_\_\_\_

**PERSON RESPONSIBLE:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Work: \_\_\_\_\_; Home: \_\_\_\_\_  
Title (if any): \_\_\_\_\_

**SPECIAL EQUIPMENT and/or PERSONNEL NEEDED:**

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

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Name of Insurance Company (Required): \_\_\_\_\_  
Policy Number: \_\_\_\_\_

### PLEASE

- (1) Read the "Rules and Regulations"
- (2) Complete and return this form to the individual designated at each school at least five days before the requested date.

**DO NOT WRITE BELOW THIS LINE**

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**Date Received:** \_\_\_\_\_

**Permission Granted:** \_\_\_\_\_

**Permission Denied:** \_\_\_\_\_

Event Held

As Scheduled: Yes \_\_\_\_\_ No \_\_\_\_\_ Denied \_\_\_\_\_ Cancelled \_\_\_\_\_

**Date INVOICE Sent:** \_\_\_\_\_

**Date PAYMENT Received:** \_\_\_\_\_

Amount of Payment: \$ \_\_\_\_\_

Date of Payment: \$ \_\_\_\_\_

Make Checks payable to: **Champlain Valley Union H.S. Facilities**  
(Send to above address)