

Regional School Unit #26

Office of Building Facilities

10 Goodridge Drive, Orono, Maine 04473
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bcody@rsu26.org

Application for Use of School Facilities

1 ALL APPLICANTS MUST COMPLETE

School Requested: _____ Application Date: _____
 Organization Name: _____ Non-Profit/501c3 Status: _____
 Purpose of Rental: _____ # of Attendees: _____
 Applicant Name: _____ Position/Title: _____
 Applicant Address: _____
 Phone Number: _____ Cell Number: _____
 Email Address: _____

Room or Facility: _____ Date: _____ Hours: _____ AM/PM _____ AM/PM
 Room or Facility: _____ Date: _____ Hours: _____ AM/PM _____ AM/PM
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 Room or Facility: _____ Date: _____ Hours: _____ AM/PM _____ AM/PM

2 ONLY BY NON-RSU 26 OR NON-ORONO MUNICIPAL AFFILIATED GROUPS

CERTIFICATE OF LIABILITY INSURANCE REQUIREMENTS

A certificate of insurance must be provided naming RSU 26 Board of Education as additional insured parties and must indicate Limits of Liability of at least and indicate Limits of Liability of at least \$1,000,000.00 of each occurrence, \$1,000,000.00 aggregate bodily injury liability, \$300,000.00 property damage and \$20,000,000. Umbrella Liability Coverage. (see sample certificate) Third party contractors must provide same coverages.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The _____ hereby agrees to indemnify and hold harmless the RSU 26 School Board, its officers, agents and employees from any and all liability, claims, costs and attorney's fees arising out of the use of Board property and further agrees to indemnify and hold harmless the RSU 26 School Board, its officers, agents and employees from any and all liability, claims, costs and attorney's fees if the event does not take place for any reason or if the requested permit is revoked by the RSU 26 Superintendent of Schools.

The _____ does hereby agree to recognize and comply with all RSU 26 AC Non-Discrimination policies.

The _____ agrees to reimburse the RSU 26 District for any and all damages, consequential or otherwise, if the event does not take place for any reason whatsoever, or if the requested permit is revoked at the sole discretion of the RSU 26 Superintendent of Schools.

3 ALL APPLICANTS MUST COMPLETE

By signing this Application for Use of School Facilities, applicant is acknowledging and agreeing to on behalf of the Organization to all Rules, General Regulations, Terms and Conditions listed on the reverse side or separate page and to the above Liability Insurance Requirements, the Hold Harmless and Indemnification Agreement and to the RSU 26 School Board Use Policy KF and Non- Discrimination Policy AC.

..... Applicant Signature Printed Name Date

\$25.00 Deposit is Due upon Form Submission
Return Completed Form to School Office

4 SCHOOL USE ONLY

Principal Approval: _____ Available: _____ Yes _____ No
Athletic Director Approval (if applicable): _____ Added to Calendar: _____ Yes _____ No

5 CENTRAL OFFICE USE ONLY

Director of Facilities

Application Approved: _____ Not Approved: _____
Director of Food Services: _____ PAC Manager: _____
(if applicable) (if applicable)

Billing Estimate: Actual charges may differ from estimate based upon required amount of time facility is used, and time required to clean areas used. Custodial time charged will include any time required to return the areas used to "ready for school" condition.

Estimate

Location: _____ Hours: _____ @ _____ per hour
Location: _____ Hours: _____ @ _____ per hour
Staff (Custodial, Food Service, PAC) Hours: _____ @ _____ per hour
Staff (Custodial, Food Service, PAC) Hours: _____ @ _____ per hour
Other: _____ Hours: _____ @ _____ per hour
Total Estimate \$ _____

6 RETURN TO SCHOOL OFFICE

Section V1: Return to School Office

..... Confirmed on Calendar (if approved) _____ Date
..... Removed from Calendar (if not approved) _____ Date
..... Notification of Requesting Organization of Approval Status _____ Date

7 FINAL BILLING SUMMARY

Section VII: Final Billing Summary

Billing/Payment

Deposit Received \$ _____ Date: _____
Final Amount Billed \$ _____
Final Bill Date: _____ Date Received: _____

Fee Schedule for Community Use of Facilities

RSU 26 Facilities Use Fees

Fees are waived for priority groups 1-3 (RSU 26 activities, school related activities and municipal programs). All other groups will be assigned fees according to priority as follows:

Facility Use Fee	Group 4	Group 5	Group 6
Performing Arts Center (PAC)	\$40/hr	\$50/hr	\$60/hr
Cafeteria (not kitchen)	\$30/hr	\$40/hr	\$50/hr
PAC Backstage Access	\$12/hr	\$18/hr	\$25/hr
Music Classrooms (Band/Choir)	\$30/hr	\$40/hr	\$50/hr
Library	\$20/hr	\$30/hr	\$40/hr
Classroom	\$12/hr	\$18/hr	\$25/hr
Gym/Field	\$30/hr	\$40/hr	\$50/hr
Kitchen	\$25/hr	\$30/hr	\$35/hr
Maintenance & Custodial staff - staff member must be present during entire time facilities are in use & for any required set up/clean up			
Monday-Friday during school day	\$20/hr	\$25/hr	\$25/hr
Monday-Friday outside of school hours	\$30/hr	\$35/hr	\$40/hr
Weekends & Holidays	\$35/hr	\$40/hr	\$45/hr
Performing Arts Center (PAC) staff - PAC staff member must be present during entire time facilities are in use & for any required set up/take down/clean up			
PAC/Auditorium Manager	\$35/hr	\$40/hr	\$45/hr
Student Stage Crew	\$10/hr	\$10/hr	\$10/hr
Kitchen Staff - kitchen facility use requires a member of food service staff on site during use			
Monday-Friday during school day	\$20/hr	\$25/hr	\$25/hr
Monday - Friday outside of school hours	\$30/hr	\$35/hr	\$40/hr
Weekends & Holidays	\$35/hr	\$40/hr	\$45/hr
Miscellaneous Equipment & Fees			

Tiers 4,5,6, are subject to a \$25.00 deposit due upon submission of application will be applied to final invoice.