



Facility Use PERMIT

Schedule Information

Schedule Information					
	Date(s)	Day(s)	Area(s)	Start Time	End Time
Facility Requested:					
Event:					
Number Attending:					

Organization Information

Group Name:		Cell Phone:	
Contact Name:		Day Phone:	
Email Address:		Evening Phone:	
Address:		<input type="checkbox"/> Non-Profit Youth	<input type="checkbox"/> Non-Profit Adult
City, State:		<input type="checkbox"/> District	<input type="checkbox"/> Commercial
Zip:		<input type="checkbox"/> FEIN#	
Insurance Company:			Policy #
Coverage Dates	From:	To:	Certificate on File <input type="checkbox"/> Yes <input type="checkbox"/> No

Setup Information

<input type="checkbox"/> Microphone	<input type="checkbox"/> PA System	<input type="checkbox"/> Risers	<input type="checkbox"/> Podium	<input type="checkbox"/> Piano/Tuning	<input type="checkbox"/> Tables, # _____	<input type="checkbox"/> Chairs, # _____
<input type="checkbox"/> Computers	<input type="checkbox"/> Projector, Overhead/LCS	<input type="checkbox"/> Screens	<input type="checkbox"/> VCR/DVD Player	<input type="checkbox"/> Whiteboards	<input type="checkbox"/> TV	<input type="checkbox"/> Laptops
<input type="checkbox"/> Elmo Projector	<input type="checkbox"/> Digital Camera	<input type="checkbox"/> Sound System	<input type="checkbox"/> Computer Lab, Location _____		<input type="checkbox"/> MP Room	
<input type="checkbox"/> Power Strips/Extension Cords	<input type="checkbox"/> Fields, Specify _____	<input type="checkbox"/> Gym, ___Big ___Small		<input type="checkbox"/> Senator Square		
<input type="checkbox"/> Conference Room <input type="checkbox"/>						

Fee & Payment Information

Facility/Personnel/Equipment	Rate x Number of Hours	Estimated Fee
Facility Use	Rate x _____ hrs	\$ _____
Custodial/Event Staff	\$33 x _____ hrs	\$ _____
Kitchen Personnel	\$33 x _____ hrs	\$ _____
Equipment (not all equipment is hourly)	Rate x _____ hrs	\$ _____
Include a \$60 delivery fee for equipment rented from		Total \$
<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash Checks Payable to - CARSON CITY SCHOOL DISTRICT		
<i>Payment made @ Operations Service Center - Richmond and Telegraph St. Carson City, NV 89703</i>		

Signature & Approval

Signature implies legal responsibility for compliance with all conditions of building or facility use as outlined by the Board Trustees.		
Applicant Signature:		Date:
Site Administrator Signature:		Date:
District Facilities Coordinator Signature-Request Approved:	Date:	Request Denied Reason:



Facility Use Fee Schedule
 ALL FEES ARE HOURLY UNLESS NOTED
 3 HOUR MINIMUM RENTAL CHARGE

Elementary Schools

	Carson City School Dist	Non-Profit Youth	Non-Profit Community	Intergovernmental Contract/Lease
Cafeteria/Kitchen	No Charge	No Charge	\$43.00/hour	Negotiable
Classroom	No Charge	No Charge	\$7.00/hour	Negotiable
MP Room	No Charge	No Charge	\$36.00/hour	Negotiable
Fields	No Charge	\$100/Season	\$28.00/hour	Negotiable
Library	No Charge	No Charge	\$14.00/hour	Negotiable

Middle Schools

	Carson City School Dist	Non-Profit Youth	Non-Profit Community	Intergovernmental Contract/Lease
Cafeteria/Kitchen	No Charge	No Charge	\$43.00/hour	Negotiable
Classroom	No Charge	No Charge	\$7.00/hour	Negotiable
MP Room	No Charge	No Charge	\$36.00/hour	Negotiable
Fields	No Charge	\$100/Season	\$28.00/hour	Negotiable
Gym	No Charge	No Charge	\$52.00/hour	Negotiable
Library	No Charge	No Charge	\$14.00/hour	Negotiable

High Schools

	Carson City School Dist	Non-Profit Youth	Non-Profit Community	Intergovernmental Contract/Lease
Cafeteria/Kitchen	No Charge	No Charge	\$43.00/hour	Negotiable
Classroom	No Charge	No Charge	\$7.00/hour	Negotiable
Senator Square	No Charge	No Charge	\$36.00/hour	Negotiable
Fields	No Charge	\$100/Season	*see field use fees	Negotiable
Gym	No Charge	No Charge	\$52.00/hour	Negotiable
Library	No Charge	No Charge	\$14.00/hour	Negotiable

NOTE: All rental fees are to be paid to the Carson City School District in **advance** of scheduled program. A bond and/or liability insurance will be required (Min. \$1,000,000.00 and CCSD should be named as an Additional Insured on the certificate). Please attach a copy of proof of insurance.



Facility Use Fee Schedule
EQUIPMENT AND PERSONNEL

Equipment

Equipment	Fee	Equipment	Fee
Chairs (folding)	n/c	Risers	\$20/section
Microphone	\$10/hour	Screens	\$10/event
PA System	\$20 per use	Tables	n/c
Piano	\$50per use	TV/DVD/VCR	\$10ea per use
Podium	\$5 per use	VB Nets & Standards	\$20 per use
Projector, Overhead/LCD	\$20 per use	Wrestling Mat	\$10 per use

It is the applicant’s responsibility to note their equipment needs at the time the “Facility Use PERMIT” is completed. Such equipment may need to be set up and in some cases operated by district staff. Should the rental include a need for special equipment, the applicant must coordinate the details of availability, cost and use conditions with the Facility Use Coordinator or school building staff. District furnishings, equipment and supplies in areas to be used are not to be distributed, consumed, moved or removed from sites without authorization.

Personnel

Personnel	Fee
Custodian/Event Staff	\$33 per hour
Kitchen Personnel	\$33 per hour
Security Services	\$40 per hour

Any additional costs incurred by the school district due to facility use will be billed to the applicant. This will include any unforeseen additional custodial time, repair to any structural damages incurred, any missing equipment or supplies or trash removal. It is the applicant’s responsibility to be sure here are no substantial damages to school property prior to the actual use. If such damage is noted prior to facility use by the applicant, it should be brought to the attention of the designated supervisory staff in the building.

Any organization or individual, regardless of classification, will be required to pay the cost of a designated staff member if its use of the facility would result in direct costs to the school district. For those facilities where a custodian is regularly on duty during the rental, there will be no additional charge unless additional work is required related to the use or unless the group is over fifty (50) people.

Custodial services will include a minimum of 30 minutes before and after the scheduled event time. Arrangements for use of any district kitchen will be made at the school and through the Nutrition Services Coordinator. Kitchen areas shall be used under the supervision of a Nutritional Services employee.

Large groups and/or social events impact sites and require a higher level of service as well as accommodations. Large groups/special events necessitate additional planning and coordination, impact available parking, traffic control, utilities and restroom facilities on site and require additional clean-up.