



# School Facility Use Application & Permit – Commercial, School Sponsored & Religious Use

Community Groups and Government Agencies use Anne Arundel County Recreation & Parks School Facility Use Application

			Application Number
Name of School Requested	Date	Tax Exempt # (if Non-Profit)	School Cost Ctr #

**Activity Sponsored By:**  
Name of Organization/Group/Agency

Individual Representing Applicant (Please print)		Title	
Address		City	State Zip
Home Phone	Business Phone	Signature of Representative	
Description of Activity		Person in Charge of Activity	Day Phone
Admission Cost/Fees Charged to Participants	Estimated Attendance	Proceeds to be used for:	

REQUESTED DATES OF USE		DAYS OF WEEK REQUESTED							HOURS REQUESTED	
From	To	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	From (AM/PM)	To (AM/PM)

Recreation & Parks <i>Approval</i>	Date	Recreation & Parks <i>Disapproval</i>	Date
Principals <i>Approval</i>	Date	Principals <i>Disapproval</i>	Date

Comments:

**COMMERCIAL & RELIGIOUS USE ONLY:**

TYPE OF SPACE REQUESTED	FILL IN FOR COMMERCIAL & RELIGIOUS ONLY, NOT RECREATION & PARKS ACTIVITIES				
	(\$ Space [per hour] + \$ Utilities [per hour]) X		Number of Hours	=	\$ Facility Cost
<input type="checkbox"/> Auditorium					
<input type="checkbox"/> Gymnasium					
<input type="checkbox"/> Cafeteria					
<input type="checkbox"/> Multipurpose Room					
<input type="checkbox"/> Classrooms					
<input type="checkbox"/> Other _____ <small>specify</small>					
<b>Total Facility =</b>					

For Office Use Only	Custodian's	# Needed	X	Hours	X	Rate per Hour	=	Total
		<input type="checkbox"/> Yes <input type="checkbox"/> No						
								Total (Facility + Custodial)

**TOBACCO PROHIBITED**  
The sale or use of tobacco in any form is prohibited in all school system owned or leased buildings and on all school grounds at all times (24 hours a day, every day). Evidence of tobacco use after the building and/or grounds have been used by an agency or organization may result in termination of the permission to continue to use the building and/or grounds. (Board Policy 800.30 and Admin Reg 800.30)

**DRUGS/ALCOHOL PROHIBITED**  
The sale or use of a controlled substance (drugs) or alcoholic beverages in any form is prohibited in all school system owned or leased buildings and on all school grounds at all times (24 hours a day, every day). Evidence of the use of controlled substances or alcoholic beverages during or after the building and/or grounds have been used by an agency or organization may result in termination of the permission to continue to use the building and/or grounds. (Board Policy 800.03)

**INDEMNITY AGREEMENT**  
Each party or person using the school/County facility described in this Application acknowledges and agrees that neither Anne Arundel County nor the Board of Education or their agents and employees shall be responsible for any expenses, losses, damages, claims, lawsuits, or liabilities that are in any way caused by or result from the use of the school/County property authorized by the Permit. Additionally, each party or person using the school/County facility described in this application acknowledges and agrees that each such party or person is jointly and individually responsible for any and all expenses of, cost of defense, losses to, damages or claims made against Anne Arundel county and/or the Board of Education or their agents and employees that are in any way caused by or result from the use of the school/County property under this permit.

**FOR CHARGES FOR COMMUNITY USE AND PAYMENT OF FEES FOR COMMERCIAL & RELIGIOUS USE, PLEASE SEE REVERSE SIDE OF FORM.**

**CHARGES FOR COMMUNITY USE**

Any event, individual, group or organization classified as commercial or religious will be charged for facilities usage according to the appropriate fee schedule printed in the "Community Use Manual". The county government and/or the Anne Arundel County Public Schools have established certain groups or events whose use of school facilities will be covered by appropriated funds. There will be no other direct charge to these users so long as funds are provided by the county to cover their related costs. (These groups will be charged for custodial costs if needed and supplemental heat or air conditioning if requested.)

**PAYMENT OF FEES FOR COMMERCIAL & RELIGIOUS USE**

Fees are payable in advance. Check should be made payable to the Anne Arundel County Public Schools and accompany a copy of the approved application (permit) to the Finance Office at 2644 Riva Road, Annapolis, MD 21401. Fees will be refunded if the activity is cancelled. If adjustments in hours of usage are necessary, the Finance Office will invoice the group.

**EVIDENCE OF INSURANCE FOR COMMERCIAL & RELIGIOUS USE**

A certificate of insurance demonstrating commercial general liability insurance with a minimum limit of \$1,000,000 must accompany the application permit.

## INSTRUCTIONS FOR COMPLETING SCHOOL FACILITY USE APPLICATION & PERMIT FORM

Applicants must complete all sections of the form.

This form is used to specify one or two lines of request information; for additional requests, dates or times, the School Facility Supplemental Request form must be completed and attached to this application.

The following restrictions apply:

**1. DATE OF USE REQUESTED COLUMN**

- **From** Date and **To** Date may be used to indicate a specific date or a range of dates.
- **From** Date and **To** Day may not exceed a fiscal year boundary (i.e., July 1-June 30).

**2. DAY OF WEEK REQUESTED COLUMN**

- Applicant must specify (with an x in the appropriate box or boxes) one or more days of the week which fall on or between the From Date and To Date
- Examples of permissible entries follow:

	REQUESTED DATES OF USE		DAYS OF WEEK REQUEST						
	From	To	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
1. Request specific date (Feb. 1)	2/1/99		X						
2. Request every Saturday from Sept. 1 to June 30	9/1/99	6/30/00							X
3. Request every Monday and Wednesday in Nov. & Dec.	11/1/99	12/31/99		X		X			
4. Request first Mon. of every month	<b>MUST USE SUPPLEMENTAL FORM</b>								

**SPECIAL NOTE:**

The organization agrees to inform the Recreation & Parks Scheduling Office and the school, at least 72 hours in advance, of those occasions when it will not use the facility. It will also report the termination of any program ending prior to the final date requested.

**For questions relative to completion of the form, call 410-222-7300.**

Anne Arundel County Public Schools prohibits discrimination in matters affecting employment or in providing access to programs on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, or disability unrelated in nature and extent so as to reasonably preclude performance. For more information, contact The Office of Investigations, Anne Arundel County Public Schools, 2644 Riva Road, Annapolis, Maryland 21401, (410) 222-5286; TDD (410) 222-5500. www.aacps.org