

CHOCTAW-NICOMA PARK SCHOOLS
APPLICATION TO USE SCHOOL FACILITIES

APPLICANT

Date _____

Permission is hereby requested to use the _____ at _____
(Classroom, Gymnasium, etc.) (JGI, LWW, Activity Center, etc.)
on _____ from _____ to _____
(Date or Date Range) (Time/A.M. P.M.)

If this is a long term use agreement, list days of the week facility will be used i.e., M,T,W,Th,F, etc. _____

The nature of this use is for: _____

The proceeds from this program, if any, will be used for: _____

Organization: _____ Contact Person: _____

(Please Print)

Address: _____ Signature of Contact Person: _____

Contact Person's E-mail: _____ Contact Person's Phone: _____

BUILDING ADMINISTRATOR

SPACE TO BE USED:

Media Center _____
Gymnasium _____
Cafeteria _____
Kitchen/Other _____
Classroom _____
Football Field _____
Baseball Field _____
Activity Center _____
Little Theater _____
Other _____

SPECIAL EQUIPMENT REQUIRED:

PA System _____
Mats _____
Floor Covering _____
None _____
Lighting _____

LABOR REQUIRED:

Custodian _____
Cook _____
Other _____
Security _____

Building Administrator Signature

Athletic Director, Food Service Director or other District Administrator (if applicable)

MONETARY CHARGES: Level _____ Insurance Required? ☐ Yes ☐ No (If insurance is waived then initial here _____)

_____	\$	per hour x	_____	hours x	_____	days = \$	_____
_____	\$	per hour x	_____	hours x	_____	days = \$	_____
_____	\$	per hour x	_____	hours x	_____	days = \$	_____

TOTAL CHARGES \$ _____

PAYMENTS:

Payments must be made to Choctaw-Nicoma Park (C-NP) Schools and sent or delivered to the district's finance office located at 12880 NE 10th Street, Choctaw, OK 73020. According to the policies of the Choctaw-Nicoma Park Board of Education, charges may be made for use of school property and required labor. One-half (1/2) of the anticipated charges are due in advance for Category 4. The organization agrees to replace, repair, or pay the school district for items broken while the facility is in use and to abide by the specified rules and school board policy. **Unless other arrangements are made with the district's finance office, all facility use payments must be received by the district no later than fourteen (14) calendar days after the last day of the facility use.** Unpaid or late payment of facility use charges may result in the denial of any future use of C-NP facilities.

I understand that the school district reserves the right to require security supervision at any event the administration deems necessary. I also understand the building administrator or designated supervisor has the right to stop any activity at any time if, in the supervisor's judgment, there are violations of school board policies, administrative regulations, and/or Local, State or Federal laws. I also agree that I, or my organization, will assume liability for any accidents that may occur upon the grounds or in the building during the times the school grounds or buildings are in my use and I, or my organization, will provide liability insurance unless waived by the district's finance office.

This agreement is entered into this _____ day of _____, 20____ by and between Choctaw-Nicoma Park Public (C-NP) Schools and the below-named organization. It is agreed that the above facility use provisions and conditions are accepted by the facility user and Choctaw-Nicoma Park Public Schools.

ORGANIZATION _____

CHOCTAW-NICOMA PARK SCHOOLS

BY _____

BY _____

**CHOCTAW-NICOMA PARK SCHOOLS
FACILITY USE FEE SCHEDULE**

FACILITY USER CATEGORY DEFINITIONS:

- CATEGORY 1:** School-sponsored organizations with faculty supervision and non-fundraising activities of PTOs, Scouts, C-NP Booster Clubs, etc. Fundraising activities of the above groups in which funds are not deposited directly into school district activity funds will be charged fees for facility use.
- CATEGORY 2:** Groups or organizations such as community service organizations and non-profit service groups such as Kiwanis, local Chambers of Commerce, Rotary Clubs, alumni, etc. Fundraising activities of Category 1 groups in which funds are not deposited into school activity funds are in this category.
- CATEGORY 3:** Groups such as parochial schools, churches, YMCA, AAU, non-profit groups that are non-school related, business college graduations, private school events, little leagues and community-oriented non-profit groups located outside the Choctaw-Nicoma Park School District.
- CATEGORY 4:** For-profit and/or commercial organizations and those other organizations, groups or individuals not categorized above.

Category 2, 3 or 4 facility users may be charged custodial, cafeteria or utility fees, if applicable.

HOURLY FEE SCHEDULE:	Cat. 1	Cat. 2	Cat. 3	Cat. 4
Classroom (each)	N/C	\$ 5.00	\$ 7.50	\$ 25.00
Administration Meeting Room	N/C	\$ 5.00	\$ 15.00	\$ 50.00
Media Center	N/C	\$ 10.00	\$ 15.00	\$ 50.00
Cafeteria	N/C	\$ 10.00	\$ 15.00	\$ 50.00
Kitchen ¹	N/C	\$ 15.00	\$ 25.00	\$ 75.00
Gymnasium (Elementary)	N/C	\$ 20.00	\$ 25.00	\$ 75.00
Gymnasium (Secondary, other than Boren) ²	N/C	\$ 20.00	\$ 30.00	\$ 90.00
McCharen Center – Gym Floor/All (3 hr. min.) ^{2,3}	N/C	\$ 25.00	\$ 40.00	\$ 150.00
McCharen Center – Wrestling Room	N/C	\$ 10.00	\$ 15.00	\$ 50.00
McCharen Center – Cheer/PomPon Room	N/C	\$ 10.00	\$ 15.00	\$ 50.00
McCharen Center – Lobby Only ²	N/C	\$ 10.00	\$ 15.00	\$ 50.00
Football Fields/Practice Fields	N/C	\$ 10.00	\$ 15.00	\$ 50.00
Cox Field (with light usage)	N/C	\$ 20.00	\$ 25.00	\$ 75.00
Wrestling Room	N/C	\$ 10.00	\$ 15.00	\$ 40.00
Jensen Field & Stadium ³	N/C	\$ 20.00	\$ 40.00	\$ 150.00
Jensen Field & Stadium ³ (with light usage)	N/C	\$ 40.00	\$ 75.00	\$ 200.00
Elementary Playgrounds/Ballfields	N/C	\$ 5.00	\$ 7.50	\$ 25.00
Baseball/Softball Fields/Tennis Courts	N/C	\$ 10.00	\$ 15.00	\$ 50.00
Baseball/Softball Fields (with lights)/Hitting Facility	N/C	\$ 15.00	\$ 25.00	\$ 75.00
CHS Little Theater/CMS Auditorium	N/C	\$ 20.00	\$ 25.00	\$ 100.00
CHS Performing Arts Center ^{2,3,4}	N/C	\$ 30.00	\$ 75.00	\$ 250.00

¹ A maximum of \$20.00 per hour, per cook, with a two hour minimum will apply.

² A maximum of \$20.00 per hour, per custodian, with a two hour minimum may apply.

³ The use of this facility is very restricted and would be available for use on a limited individual basis. There would not be any approval for use by any group for commercial use. However, the Board of Education may allow the facility to be used for a special or community event. There is a three hour minimum usage charge.

⁴ See the C-NP School Board Policy on use of this facility.