

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 list days of the week facility will be used i.e., M,T,W,Th,F, etc. _____

The nature of this program _____

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

Organization _____ Contact Person _____

(Please Print)

Address _____ Signature of Contact Person _____

Phone # _____ Contact Person's Phone # _____

BUILDING ADMINISTRATOR

SPACE TO BE USED:

Media Center _____
Gymnasium _____
Cafeteria _____
Kitchen/Other _____
Football Classroom _____
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, Assistant Superintendent Signature (if applicable)

IN-KIND SERVICES PROVIDED BY ORGANIZATION IN LIEU OF MONETARY CHARGES: _____

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 Schools and sent to the district finance office 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. Arrangements will be made for Categories 2 and 3. 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.

I understand that the school district reserves the right to require security supervision at any event the administration deem necessary. I also understand the school building administration or the school district administration has the right to stop any activity at any time if, in the administration's judgment, there are, or would be, violations of school board policies, administrative regulations, and/or Local, State or Federal laws or guidelines. 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 above. Furthermore, I agree that I, or my organization, will clean and if necessary, sanitize the facility after each use.

This agreement is entered into this _____ day of _____, 20____ by and between Choctaw-Nicoma Park Public Schools and the above named organization. It is agreed that the above stipulations are acceptable.

ORGANIZATION _____

CHOCTAW-NICOMA PARK SCHOOLS

BY _____

BY _____

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

USER 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 will be charged fees for facility use at Category 2 rates.

CATEGORY 2: Community organizations and non-profit service groups. This includes Kiwanis, local Chambers of Commerce, Rotary, alumni, district booster clubs, district sports camps and lessons, etc. These groups may be charged custodial, cafeteria or utility fees, if applicable.

CATEGORY 3: Groups such as OSSAA, parochial schools, churches, YMCA, AAU, non-profit groups that are not school-related, business college graduations, little leagues and community-oriented non-profit groups located outside the Choctaw-Nicoma Park School District.

CATEGORY 4: For-profit and commercial organizations and other organizations not categorized above.

SPECIAL CATEGORY: Groups are those above which utilize district facilities for a period of time longer than a twelve (12) week period. Facility use rates may be negotiated with these groups.

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
Boren Center – Gym Floor/All (3 hr. min.) ^{2,3}	N/C	\$ 25.00	\$ 40.00	\$ 150.00
Boren Center – Wrestling Room	N/C	\$ 10.00	\$ 15.00	\$ 50.00
Boren Center – Cheer/Pom Room	N/C	\$ 10.00	\$ 15.00	\$ 50.00
Football Fields/Practice Fields	N/C	\$ 10.00	\$ 15.00	\$ 50.00
Football 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 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/Hitting Facility (with lights)	N/C	\$ 15.00	\$ 25.00	\$ 75.00
CHS Little Theater/CMS Cafetorium	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 \$25.00 per hour, per cook, with a two hour minimum will apply.

² A maximum of \$25.00 per hour, per custodian, with a two hour minimum may apply. A \$250 cleaning fee may be charged if food or drink is allowed in the Boren Center gymnasium area.

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 Board Policy on use of this facility.