

Arlington Classics Academy Facility Usage Form

for ACA related events

To reserve school facilities, complete form and return it to the **Campus Administrative office**

Organization Making Request: _____

Responsible Person's Name (print): _____

Telephone Number: _____ Email address: _____

Facility Requested:

Primary location: Cafeteria Gym Classroom Grounds Library Other: _____	Intermediate location: Cafeteria/Gym Classroom Grounds Library Other: _____	Bowen location: Cafeteria Gym Classroom Grounds Library Other: _____
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Reoccurring Event: Days of Week: _____

Begin Date: _____ End Date: _____

Every: Week Month Other

Setup Time: _____

Event Start Time: _____

Event End Time: _____
Please include cleanup time in the end time

Custodian needed at event: _____

Estimated Number to Attend: _____

One Time Event:

Day of Week: M T W Th F Sat Sun

Date of Event: _____

Setup Time: _____

Event Start Time: _____

Event End Time: _____
Please include cleanup time in the end time

Custodian needed at event: _____

Estimated Number to Attend: _____

NAME OF EVENT OR PURPOSE: _____

Please specify any setup, breakdown, equipment, or supplies requested: _____

Will you need custodial support during the event? (There may be a charge after hours) _____

Will you need staff to unlock the buildings? _____

Will you need additional parking such as in a gated area or an off-site location? _____

SCHOOL USE ONLY:	
Custodial Fee \$ _____	School Personnel Assigned to Event: _____
Principal Approval: _____	Certificate of insurance: Y _____ N _____ N/A _____
Received by: _____	Date Received: _____
Approved by: _____	Date of Approval: _____
Two copies to Facilities Superintendent _____	Date: _____



Arlington Classics Academy Rules for Use of Facilities

1. ACA facilities are available for use for the enrichment of student and staff.
2. ACA facilities are available for use by Parent Organizations associated with ACA.
3. The sponsor organization shall designate one (1) member as overseeing the program or activity AND the patrons attending the event. This person in turn shall be responsible to ACA.
4. A sponsor organization shall not distribute materials, handbills, pictures, etc. on school property/facilities without prior permission of ACA.
5. The sponsor organization agrees to restore to original condition any unwarranted destruction of property by the sponsor organization AND/OR patrons that attend the event. ACA shall be the sole judge of unwarranted destruction of property.
6. Facility usage after 8:00pm Mon. – Fri. or weekend use; may result in a \$25.00 per hour fee to cover custodial expenses.
7. The sponsor organization agrees that ACA assumes no responsibility for maintaining or improving the facility and makes no representation about its safety or suitability for the intended event.
8. NO ONE will be furnished a key to the facility. An ACA representative must be requested to open and close all facilities. All doors will remain locked after entry is granted. The responsible person must assign monitors to open the doors for guests. Propping open doors is prohibited.
9. There will be no use of alcohol, drugs, or tobacco at anytime, anywhere on school property.
10. If a certificate of insurance is required, certificate must be provided to the Business Office prior to the event.

SIGNED BY THE SPONSOR ORGANIZATION REPRESENTATIVE IN AGREEMENT THEREOF:

Signature

Printed Name/Relationship to Sponsor

Date

Name of Event

This agreement MUST be executed and attached to the ACA Facility Usage Form and turned in at least two weeks prior to the date of an event. An email confirmation will be sent stating approval status within one week of receiving the request form.

