

**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**

<b>SPACE TO BE USED:</b> Media Center _____ Gymnasium _____ Cafeteria _____ Kitchen/Other _____ Football Classroom _____ Field _____ Baseball Field _____ Activity Center _____ Little Theater _____ Other _____	<b>SPECIAL EQUIPMENT REQUIRED:</b> PA System _____ Mats _____ Floor Covering _____ None _____ Lighting _____	<b>LABOR REQUIRED:</b> Custodian _____ Cook _____ Other _____ Security _____
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\_\_\_\_\_  
Building Administrator Signature

\_\_\_\_\_  
Athletic Director, Food Service Director, Assistant Superintendent for Curriculum 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 10<sup>th</sup> 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 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 above.*

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 \_\_\_\_\_  
BY \_\_\_\_\_

CHOCTAW-NICOMA PARK SCHOOLS  
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-Nicomoma 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.

<b>HOURLY FEE SCHEDULE:</b>	<b>Cat. 1</b>	<b>Cat. 2</b>	<b>Cat. 3</b>	<b>Cat. 4</b>
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 <sup>1</sup>	N/C	\$ 15.00	\$ 25.00	\$ 75.00
Gymnasium (Elementary)	N/C	\$ 20.00	\$ 25.00	\$ 75.00
Gymnasium (Secondary, other than Boren) <sup>2</sup>	N/C	\$ 20.00	\$ 30.00	\$ 90.00
Boren Center – Gym Floor/All (3 hr. min.) <sup>2,3</sup>	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 <sup>3</sup>	N/C	\$ 20.00	\$ 40.00	\$ 150.00
Jensen Field & Stadium <sup>3</sup> (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 <sup>2,3,4</sup>	N/C	\$ 30.00	\$ 75.00	\$ 250.00

<sup>1</sup> A maximum of \$25.00 per hour, per cook, with a two hour minimum will apply.

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> See Board Policy on use of this facility.