

Facility Request Form



For Use By Outside Organizations

INSTRUCTIONS FOR USE OF FACILITIES REQUEST





Individual:

1. Pick up and fill out forms
2. Press SUBMIT button on Page 7 for review/approval by the Installation Commander
3. Turn in to school for final administrative approval
4. School will contact organization for final scheduling after administrative decision is made.

Today's Date: _____

Organization Requesting Use: _____

School Requested:

Humphreys Central Elementary School 	Humphreys West Elementary School 	Humphreys Middle School 	Humphreys High School 
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Usage Date: _____

COMMUNITY USERS' AGREEMENT USE OF DODEA FACILITIES

This agreement is between the Department of Defense Education Activity (DoDEA) and

REFERENCE: a. DoDI 4000.19, "Support Agreements," April 25, 2013.

b. DoD 1342.6-M, "Administrative and Logistic Responsibilities for DoD Dependents Schools," August 11, 1995.

PURPOSE: The purpose of this agreement is to establish the policies and procedures governing the use of DoDEA facilities by community activities and to delineate the roles and responsibilities of the parties thereto.

Approval authority for the use of DoDEA facilities is the School Administration. The approval authority may be delegated.

DoDEA agrees to provide space and limited equipment support for community use by Service-sanctioned and –operated and/or community activities provided that such usage does not jeopardize or impede the security resources or educational mission of DoDEA and provided that the Installation Commander and activity sponsor agree to the following conditions.

RESPONSIBILITIES: In accordance with references (a) and (b), the following responsibilities are delineated for community sharing of facilities.

INSTALLATION COMMANDER:

- a. The Installation Commander, or designee, upon receipt of a written request for the use of DoDEA facilities prepared in accordance with the attached "Request for Use of School Facilities," agrees to first determine if other adequate and appropriate base facilities are available to accommodate the request. If not, the written request must be submitted to the School Administration for consideration. The Installation commander and the activity sponsor recognize that the School Administration has the final authority at the school/installation level to either approve or disapprove the request. If the Installation Commander disagrees with the School Administration's decision, the issue will be elevated to the next higher level within DoDEA and the military chain of command for resolution.
- b. The installation Commander agrees that a written request for the use of DoDEA facilities must be submitted for approval and that approval for the use of school facilities for that purpose in the future does not automatically guarantee use of the same facilities the following school year. Requests must be submitted in a timely manner to permit orderly processing.
- c. The Installation Commander agrees to a pro rata share reduction in DoDEA's utility, custodial, facility maintenance and repair, refuse collection, and lease costs by a percentage factor negotiated between DoDEA personnel and other users of DoDEA facilities to cover increased costs as a result of used of DoDEA facilities.
- d. The Installation Commander agrees to assume responsibility for all equipment located in the space utilized during occupancy by the activity or for which a direct cause of its loss is attributable to an act of commission or omission by the sponsored activity. In these instances, the Installation Commander agrees to assume the cost of repair and/or replacement of damaged, lost, or stolen equipment within 10 working days following initiation of the report of survey. Funding for such repair or replacement shall be borne by the Installation Commander.
- e. The School Administration has the authority to identify equipment essential for DoDEA use that is not readily replaceable or repairable. Such equipment will be unavailable for community use. The Installation Commander agrees that DoDEA computers and related hardware and software are unavailable for community use due to the high risk for damage, the spread of computer viruses, and the high cost of maintenance, repair and replacement.

- f. The School Administration has the authority to identify classrooms and equipment that, because of the technical nature of the instructional classes held in them, may not be used.
- g. The Installation Commander agrees to re-key locks for which key(s) are lost or stolen and to pay for the re-keying.

ACTIVITY SPONSOR:

- a. The activity sponsor agrees to monitor access to DoDEA facilities to ensure that appropriate security is maintained.
- b. The activity sponsor agrees to furnish expendable/consumable supplies for activities in DoDEA facilities. The activity sponsor also agrees to furnish activity specific equipment for activities held in DoDEA facilities. Portable storage cabinets to secure such equipment/supplies will be acquired by the activity, and, if space permits and if the School Administration agrees, stored in an area acceptable to the School Administration. DoDEA will not be responsible for damaged, lost, or stolen equipment/supplies during the using activity.
- c. The activity sponsor agrees to ensure that the school doors and windows are properly secured and that all lights are turned off prior to vacating the building. Failure to properly secure the facility may result in a suspension of its use until such time as the incident can be reviewed to the mutual satisfaction of the Installation Commander and the School Administration.
- d. THE ACTIVITY SPONSOR AGREES TO LEAVE THE SPACE UTILIZED IN THE SAME CONDITION OF CLEANLINESS AS FOUND AND THAT ALL DEBRIS RESULTING FROM USAGE WILL BE DISPOSED ON IN TRASH RECEPTACLES. Interactive and traditional whiteboards containing educational material may not be erased. However, if whiteboards do not contain educational material and are required for use by the borrowing activity, they will be erased before securing the building. Classrooms are to be returned to an orderly condition with all furniture and equipment in its proper place ready for use the next school day.
- e. The activity sponsor agrees that use of DoDEA telephones will be negotiated between the lender and the borrower.
- f. The activity sponsor agrees that eating and drinking is prohibited inside the school building unless it is an integral part of the program. The School Administration may designate areas in which consumption of meals or snacks will not be allowed. The School Administration may designate break areas for use by the activity when appropriate.
- g. SMOKING IS ABSOLUTELY PROHIBITED IN/ON SCHOOL PROPERTY.
- h. The activity sponsor agrees that failure to abide by the above rules may result in the forfeiture of the right to use DoDEA facilities as determined by the School Administration.
- i. Only the approved activity sponsor may be issued a key(s). The key(s) is not to be turned over to another person at any time. The approved sponsor must turn in the key(s) that is issued. No other substitute. Under no circumstances is the key(s) to be passed on to another individual for use.

IMPLEMENTATION:

- a. This agreement is effective upon signature by all parties.
- b. This agreement will be reviewed quarterly and may be amended or revised based upon mutual consent of all parties.

TERMINATION:

- a. This agreement may be terminated by mutual written consent of all parties involved unless there has been a breach by the appointed activity sponsor.
- b. Unilateral termination by any party requires 120 days written notice to all affected parties unless there has been a breach by the appointed activity sponsor.

DISTRUBUTION: Each party to this agreement will distribute copies as appropriate.

(School Administrator/Superintendent/Date)

(Area III Commander/Designee/Date)





REQUEST FOR USE OF DODEA FACILITIES

NAME/ADDRESS OF GROUP REQUESTING ACTIVITY:

SPONSOR'S NAME: _____
(Print and Sign)

SPONSOR'S TELEPHONE NO. _____

SCHOOL FACILITY REQUESTED: (Check all that apply)

Humphreys Central Elementary School  (Check all that apply)	Humphreys West Elementary School  (Check all that apply)	Humphreys Middle School  (Check all that apply)	Humphreys High School  (Check all that apply)
<input type="checkbox"/> Athletic Field <input type="checkbox"/> Soccer <input type="checkbox"/> Basketball <input type="checkbox"/> Cafetorium <input type="checkbox"/> Cafetorium Stage <input type="checkbox"/> Classrooms (#) <input type="checkbox"/> Conference Room (VTC) <input type="checkbox"/> Gymnasium <input type="checkbox"/> Auxiliary Gymnasium	<input type="checkbox"/> Athletic Field <input type="checkbox"/> Soccer <input type="checkbox"/> Basketball <input type="checkbox"/> Cafetorium <input type="checkbox"/> Cafetorium Stage <input type="checkbox"/> Classrooms (#) <input type="checkbox"/> Conference Room (VTC) <input type="checkbox"/> Gymnasium	<input type="checkbox"/> Athletic Field (Please specify) _____ <input type="checkbox"/> Auditorium <input type="checkbox"/> Auditorium Stage <input type="checkbox"/> Cafeteria <input type="checkbox"/> Cafeteria Stage <input type="checkbox"/> Classrooms (#) <input type="checkbox"/> Conference Room (#) <input type="checkbox"/> Gymnasium <input type="checkbox"/> Auxiliary Gymnasium	<input type="checkbox"/> Athletic Field (Please specify) _____ <input type="checkbox"/> Track <input type="checkbox"/> Auditorium <input type="checkbox"/> Auditorium Stage <input type="checkbox"/> Cafeteria <input type="checkbox"/> Cafeteria Stage <input type="checkbox"/> Classrooms <input type="checkbox"/> Conference Room <input type="checkbox"/> Gymnasium

DATES REQUESTED FOR USE:

TIMES THAT ROOMS OR FACILITIES ARE REQUESTED: _____
(Please be sure to indicate a.m. or p.m.)

NUMBER OF PEOPLE INVOLVED IN THE ACTIVITY THAT IS BEING SPONSORED: _____

DESCRIBE THE TYPE OF ACTIVITY THAT IS BEING SCHEDULED. INCLUDE ANY SETUP THAT MAY BE REQUIRED AND PROVIDED BY YOUR GROUP (FOOD/DRINK, ETC.)

NOTE: Food/drink and table/chair setups cannot be used in the Auditorium, Cafetorium, or Gymnasium. Any food/drink rubbish must be emptied to the DUMPSTERS before leaving the building.

This request is submitted in accordance with the provisions of the governing Community Users' Agreement for use of DODEA facilities. The installation Commander will coordinate with the School Administration to ensure availability and approval of the facility. When approved, or disapproved, a copy of this document will be forwarded to the requesting group for notification.

I, the Activity Sponsor, acknowledge receipt and understanding of all terms set forth in the Community Users' Agreement for DODEA facility use.

Print Sponsor's Name

Sponsor's Signature

Date

I certify that other base facilities (circle one): ARE or ARE NOT available to accommodate this request.

Commander USAG Humphreys & Area III:

Garrison Commander

Date

APPROVED _____

NOT APPROVED _____

DoDEA School Administrator:

Print Name

Administrator's Signature

Date

REMINDERS CONCERNING FACILITY USAGE

1. When school keys are loaned to any organization, they must be returned to the school's main office the next school day, before 12:00 p.m., after the activity. Not returning keys will be cause not to approve future applications for building usage.
2. The sponsor agrees to monitor access to the building(s) to ensure that appropriate security is maintained. This includes securing all windows and doors. All lights will be turned off before vacating the building.
3. The activity sponsor agrees to furnish expendable/consumable supplies for activities in DODEA facilities.
4. The activity sponsor agrees to leave the facility in the same condition of cleanliness as it was found and that all debris resulting from usage will be disposed of in trash receptacles.
5. The activity sponsor agrees that eating and drinking is prohibited inside all school buildings unless it is an integral part of the approved activity and included in the facilities use application for approval.
- 6. Smoking is prohibited on ALL school grounds. Alcoholic beverages are not allowed.**