



REQUEST FOR USE OF SCHOOL FACILITY
HEIDELBERG MIDDLE SCHOOL
 Unit 29237
 APO AE 09102



SUBJECT: SY 2011-2012 Facility Usage Request

TO: Stephanie M. El Sayed, Principal

1. Activity Sponsor: _____
2. Name of Activity/Department/Club: _____
3. Work Phone: _____ Home: _____ Cell: _____
3. Unit Address: _____ Email: _____
4. Room Requested: _____
5. List Dates and Times: _____
6. Event/Activity: _____
7. If this request is for the entire school year, list # of events, dates and times:

8. Are tables and chairs required? If so, how many? _____

I, the Activity Sponsor, acknowledge receipt and understanding all of the terms set forth by the Community Users' Agreement for school facility usage.

I understand Heidelberg Middle School and DoDDS activities have priority in this facility at all times, and in the event of a conflict, I may have to reschedule my requested dates.

I understand I must bring my own cleaning materials to clean and remove all trash from room or rooms used.

I understand that failure to comply with the attached provisions will jeopardize any future requests to use the school's facilities.

 Activity Sponsor Signature

 Date

I certify the activity is authorized appropriated fund government support and that other appropriate base facilities are not available to accommodate this request.

Signature _____ Date _____
 USAG Baden-Württemberg Commander, COL DeCoster, Patton Barracks

The request is APPROVED _____ DISAPPROVED _____ PENDING _____

Signature _____ Date _____
 Principal, Ms. El Sayed / Assistant Principal, Ms. LaFon

This request is submitted in accordance with the provisions of the governing Community Users' Agreement for use of the school's facilities. It is the Activity Sponsor's responsibility to get authorization from the Installation Commander before the request is reviewed and considered by the School Administration.

REQUEST FOR USE OF SCHOOL FACILITY

As the activity sponsor, I accept responsibility for:

1. Ensuring an adult supervises the building and all users at all times. Student supervisors are not acceptable. No students or adults are to enter the building until the adult supervisor is on duty.
2. Maintaining order and appropriate conduct while my activity is using the school facilities.
3. Ensuring SMOKING and ALCOHOL consumption **are not** taking place on the school premises.
4. Keeping all personnel in the area requested and ensuring the doors leading into other parts of the building are secured.
5. Ensuring that no one interferes with the work of the custodial personnel.
6. Keeping all exit doors secured and designating a responsible person to prevent unauthorized personnel from entering the building.
7. Theft of or damage to property that takes place while the facilities are in my care.
8. Reporting any damage to property that takes place while facilities are in my care.
9. Returning the facility in as clean a condition as when accepted, to include ensuring all bathrooms are clean and refuse removed, return all furniture to its original position and by supplying our own paper products, cleaning supplies and equipment.
10. Securing all windows and doors before turning off lights and leaving building.
11. The key(s) are to be picked up **before 15:00** and signed for by the director of the activity. Keys must be safeguarded against misuse and loss. If lost, keys will be replaced by the sponsoring activity.
12. **Keys are to be returned by 09:00 A.M.** the first working day following the activity.
13. Failure to return the key within this time period may jeopardize any future requests to use the school facility.
14. The last activity to use the building is subject to a call from the Military Police in the event the building is found unsecured.
15. When Force Protection conditions exceed Bravo, a representative from the requesting organization will conduct 100% ID card checks at the perimeter gate for all participants to access the school. All perimeter gates must remain locked at all times 1) when the individual is checking ID cards directly at the perimeter gate and 2) prior, during, and after the actual function at the school site (i.e., set-up, activity, and clean-up).
16. In all situations for all events, the activity sponsor must contact USAG Heidelberg's Force Protection Officer, 06221-338-2357 at least 72 hours prior to the event so that support in meeting required Force Protection requirements can be provided. Additionally, should the event be in excess of 100 people, then the activity sponsor must call USAG Heidelberg's Force Protection Officer at least 30 days prior to the actual event so that a Force Protection Security Plan can be generated and implemented to support the event at the school site.
17. **DO NOT ATTEMPT TO OPEN OR CLOSE THE WINDOW CURTAINS OR STAGE CURTAINS MANUALLY IN THE MULTI-PURPOSE ROOM. ALL CURTAINS ARE ELECTRONICALLY OPERATED. NOTIFY THE MAIN OFFICE IN ADVANCE IF THE CURTAINS ARE TO BE MOVED.**
18. If folding tables are used, you must lift them in the center before moving or they will scratch the floor.
19. Use of the kitchen requires an approved AAFES employee be contracted in advance and paid \$16.50 per hour for supervision of the kitchen. Payment is required at the close of the event.

Where abuse or misuse of the facility and/or equipment is noted, the School Principal will notify the activity sponsor. If such abuse or misuse continues or is not immediately resolved, the Principal may terminate the use of the facility for that activity and subsequent activities.

