

## FACILITY USE REQUESTS:

### Needed:

- Any person or group wishing to use the facility that is outside of the school district
- Booster groups conducting business on campus separate from scheduled school event times
- PTC groups and others associated with the district but separate from the school event times
- Coaches/ Individuals/ Staff conducting sessions where a fee is collected, and a payment is made for services rendered through a separate business reporting payment on 1099's
- Coaches/ Individuals/ Staff conducting sessions where a fee is collected, and payment made for services through the district payroll outside of the salary.

### Not needed: Certificate of Insurance for outside speakers and sponsors must be collected

- School sponsored events during the school day – guest speakers, student support groups, etc.
- School sponsored events during the evening/weekends – conducted by MASD staff as part of the curriculum or student activity with no costs or expectation of payment above the set salary.
- Open gym sessions – coach is conducting non-mandatory practice with no costs or expectation of payment for services

All applications begin and end in the business office.

Fees are board approved and non-negotiable

Anyone using the facility outside of the district must have a certificate of insurance naming MASD as additionally insured for the duration of the event. They must hold MASD harmless as included on the facility form AND include in their registration packet a parent signature that they TOO hold MASD harmless. (See new application – board approved) Proof of this must be submitted with the application.

All events whether district sponsored or otherwise must be placed on the calendars for sharing information. Must be completed by July 1<sup>st</sup> to capture the new school year.

All fees collected for events must be deposited **immediately** and receipt sent to the business office. No monies can be held until further dates for use later. We cannot and do not permit petty cash or revolving envelopes or cash. Proper documentation of all receipts and deposits must be sent to the business office.

Employees in any capacity CANNOT receive payment for services rendered on campus for any reason unless they are through a legitimate company with documented PROOF. Booster and other groups cannot pay an employee without issuing a 1099. Fines of \$10,000 per event can be and have been issued by the Government to the group, school, and individual receiving the payment.