

BELLOWS FREE ACADEMY FAIRFAX

Building Facilities Request Form

Fax: (802) 849-2611

Name of Organization: _____

Facilities Requested: (See policy for fees)

☐ Elementary School Gym

☐ Middle School Gym

☐ High School Gym

☐ Multi-Purpose Room

☐ Classroom

☐ FACS room

☐ Fields

☐ Fitness Room

☐ Kitchen

Date(s) Needed: _____ Time(s) Needed: _____

Purpose of Event: _____

Set up Needed: _____

Technology set up needed _____

WITH THE UNDERSTANDING that all responsibility for care of buildings, premises and conduct of persons on the grounds during the above-mentioned hours is the responsibility of the holder of the permit as stated in the **School Facilities Policy**. **Building use requests must be made at least 3 days prior to the event.** If your event will involve food, the school has designated allergen free zones that must be used. Possession/consumption of alcoholic beverages on school property is prohibited. Doors will not be propped open at any time. Badges and/or use of facilities will be revoked if your organization fails to follow these regulations. If the proposed event conflicts with a scheduled school activity utilizing the requested time/place, a cancellation notice will be provided to the organization in advance.

Food will be restricted to allergen safe zones. **Initial:** _____

Food cannot be stored in the kitchen area. **Initial:** _____

Possession/consumption of alcoholic beverages on school property is prohibited. **Initial:** _____

The above permit is issued with the understanding that no activity will take place during school hours or when requested facilities are being used for school related activities. **Initial:** _____

It is hereby understood that your organization agrees to defend the Board of Education against any claim for liability to any person or persons for personal injury or property damage in connection with your use of this property and that your organization will hold the School Board harmless from any such claim by others and will release the School Board from any such liability to your organization or its members or anyone else. **Initial:** _____

As representative of our organization I have read and understand the expectations and responsibilities outlined in both the policy and permit.

Name (print): _____ Date: _____ Signature: _____

Address: _____

Phone (Home): _____ (Work): _____ Email: _____

Request:

☐ **APPROVED**

☐ **DENIED**

Certificate of Insurance: *THE CERTIFICATE MUST NAME BFA FAIRFAX AS ADDITIONAL INSURED*

☐ Waived

☐ Required Date Received: _____

Custodial Services* ☐ Waived (*if staff member responsible*) ☐ Required: Cost \$ _____

*\$22/hr (min 3 hr) for a custodian if used on a weekend, holiday or past regular custodial hours

Kitchen Staff Service:

☐ Waived

☐ Required

Signature: _____ Date: _____

Date scheduled _____ Badge #: _____

BELLOWS FREE ACADEMY FAIRFAX
Protocol for After-Hour Use to Building Facilities

BFA Fairfax has a number of students who have severe, life-threatening food allergies. Peanuts and tree nuts (ex: walnuts, cashews, almonds) and their derivatives (ex: peanut oil, almond paste, coconut oil, etc) may cause violent reactions in these children including anaphylaxis (the complete shutdown of the respiratory system resulting in suffocation). In order to ensure that the building remains safe for all of our students, groups who use our space must adhere to the following procedures:

1. A school district approved kitchen staff member must be present to ensure proper clean-up procedures are followed when using the kitchen. The user of the facility will be responsible for the cost of the district approved kitchen staff member.
2. The Kitchen and the Family and Consumer Science classroom (Room 265) are peanut safe and tree nut-free zones. The kitchen staff must approve the list of foods being prepared in the kitchen prior to an event. This should be done prior to the event since kitchen staff are only at school until approximately 2:00 p.m.
3. There will be no eating allowed in the library or school hallways.
4. Monitors need to be stationed at the doors of the rooms to ensure compliance with these safety issues during the event.

Cleaning instructions when food has been served:

1. There are cleaning supplies (bucket, cleaner, products and instructions) behind the kitchen door. Only use cleaning materials provided and approved by the school.
2. Using the cleaning supplies provided, wipe down the furniture and mop the floor in the area where food was served. The goal is to dissolve and remove all oils and sweep up all crumbs.

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Agreement:

I, _____ have read the above protocols for use of the building facilities and agree to abide by them.

Name

Date

School Representative

Date

If you have any concerns or feedback on your use of the building facility, please contact us at 849-6711 or email cstanley@fwsu.org. Also, contact us with any feedback that you may have concerning the facilities. Your comments are important to us.