

# Ardmore City Schools – Facility Use Application

*Application Must Be Submitted to Superintendent At Least 30 Days Prior to the Event*

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Requesting Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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Facility Requested: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Starting Time of Event: \_\_\_\_\_

Time Event Ends: \_\_\_\_\_

Will you charge admission to your event?  Yes  No If Yes, how much? \$\_\_\_\_\_

Proceeds to be used for: \_\_\_\_\_

Rehearsal or Set up Times: \_\_\_\_\_

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## **Items Needed for Your Event: (Check all that apply)**

Kitchen                       Scoreboard                       Stadium Lights  
 Concessions                       Stage Lighting                       Press Box  
 Other: \_\_\_\_\_

## **Certificate of Insurance Requirement:**

Any organization, group, association, or person renting a school district facility will be required to provide a liability insurance policy to the Site Coordinator at least 14 working days prior to the use of the facility. Liability requirements shall be as follows: \$25,000 property damage, \$100,000 personal injury each accident or occurrence and \$1,000,000 aggregate. ***A certificate of insurance verifying coverage is required.***

Yes, I will provide proof of insurance

No, I cannot provide proof of insurance

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## **Down Payment Requirement**

A down payment of half the facility rental fee shall be due and payable 14 working days in advance of the event. Once it is determined that no damages, etc., have occurred, this down payment will be used toward the total outstanding bill. The down payment should be in the form of a corporation check, cashier's check or money order.

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I, the undersigned, have read the above application requirements and agree to comply with the rules and regulations of the Ardmore Board of Education Policy and Procedure Guidelines, governing the use of such buildings. I further agree to be responsible for any damages that may occur to the building or equipment during such use.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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**Return the Completed Application to:  
Ardmore City Schools, Office of the Superintendent, PO Box 1709, Ardmore, OK 73402**

## Facility Usage Fees

❖ **AHS Cafeteria - \$250.00**

This is a facility fee only. Custodial fee includes opening, closing and cleaning the facility and is charged at a rate of \$15.00 per hour per custodian. Additional fees will be charged for the use of the kitchen area/equipment (\$20.00 per hour), sound equipment, security, etc.

❖ **AMS Cafeteria - \$250.00**

This is a facility fee only. Custodial fee includes opening, closing and cleaning the facility and is charged at a rate of \$15.00 per hour per custodian. Additional fees will be charged for the use of the kitchen area/equipment (\$20.00 per hour), sound equipment, security, etc.

❖ **Will Rogers Cafeteria - \$250.00**

This is a facility fee only. Custodial fee includes opening, closing and cleaning the facility and is charged at a rate of \$15.00 per hour per custodian. Additional fees will be charged for the use of the kitchen area/equipment (\$20.00 per hour), sound equipment, security, etc.

❖ **Elementary Cafeterias - \$100.00**

This is a facility fee only. Custodial fee includes opening, closing and cleaning the facility and is charged at a rate of \$15.00 per hour per custodian. Additional fees will be charged for the use of the kitchen area/equipment (\$20.00 per hour), sound equipment, security, etc.

❖ **AHS PE Gym**

**Per Day - \$150.00...Per Hour - \$20.00**  
These fees include opening, closing and cleaning of the facility.

❖ **Middle School Gym - \$500.00**

This fee includes opening, closing and cleaning of the facility. Additional fees will be charged for the use of concessions, scoreboard, sound equipment, security, etc.

❖ **Valero Park - \$250.00**

This fee includes opening, closing, and cleaning of the facility. Additional fees will be charged for the use of concessions, scoreboard, lights, sound equipment, security, etc.

❖ **AHS Softball Complex - \$250.00**

This fee includes opening, closing, and cleaning of the facility. Additional fees will be charged for the use of concessions, scoreboard, lights, sound equipment, security, etc.

❖ **Noble Stadium - \$4,000.00**

This fee includes opening, closing, and cleaning of the facility. Additional fees will be charged for the usage of concessions, lights, press box, security, etc.

*To request the usage of any facility not listed above, please contact the superintendent's office to inquire if the facility is available for rent. For more detailed information about any ACS facility, contact the Superintendent's Office at 223-2483.*

*Unless specified above, these facility fees are 'per day' fees and are charged as such.*