

## Application for Use of District Property Release/Indemnity Agreement

Please refer to the St. Joseph School District Facility Usage Handbook and Board Policy KG for more information, including a listing of current facility usage fees. A copy of your Certificate of Insurance must be turned in with this application. This application must be turned in to the administrator of the building/facility you are requesting. This application must be turned in at least 14 days prior to the requested date. Facilities may be requested for outside groups under the following guidelines:

- Reservation requests for June 1 – August 31 = Request dates begin April 1
- Reservation requests for September 1 – December 31 = Request dates begin July 1
- Reservation requests for January 1 – May 31 = Request dates begin November 1

Activity Title \_\_\_\_\_

Individual Responsible \_\_\_\_\_ Phone \_\_\_\_\_

Activity Type/Purpose- Meeting, Practice, Fundraiser, Camp/Clinic, Tournament/Meet, Special Event, Game, Other (List): \_\_\_\_\_

Facility Requested (Building and Facility- gym, classroom, etc.) \_\_\_\_\_

Date requested \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_

*Services that fall on a day a building is closed are subject to a \$50 opening fee (if staffing is available)*

*Support personnel (custodial, A/V, kitchen, etc.) will be scheduled 30 minutes before and 30 minutes after an event for set up and clean up.*

*Custodial fees (for events outside of normal custodial hours) will have a 2-hour minimum custodial fee.*

*The use of tobacco products, alcoholic beverages, and gambling in any form is not permitted in school buildings or on school property.*

Facility Use Fees (to be filled in by building administrator):

Facility hourly fee \_\_\_\_\_ x # of hours \_\_\_\_\_ = Total Facility Fee \_\_\_\_\_

Custodial/Kitchen fee \_\_\_\_\_ x # of hours \_\_\_\_\_ + Opening fee (if applicable) \_\_\_\_\_ = Total Staffing Fee \_\_\_\_\_

Other fees (Security, Theater Tech/Lights)- List \_\_\_\_\_ Fee \_\_\_\_\_

\_\_\_\_\_ Fee \_\_\_\_\_

\_\_\_\_\_ Fee \_\_\_\_\_

\_\_\_\_\_ Fee \_\_\_\_\_

Total Fee \_\_\_\_\_

