

**Application and Agreement for Use of District Property**

***NOTE:** Please complete this form in duplicate and submit both copies to the School Principal for initial approval, including facility scheduling. For Priority Groups III-V, after initial approval, the school Principal will provide the form to the Superintendent/designee for further processing and presentation to the Board for approval. If the application is approved, one (1) copy of the signed agreement will be returned to the using organization along with the completed contract (05.31 AP.1). The contract shall be signed by the designated representative of the using organization and returned to the School Principal. If the application is not approved, both copies will be returned.*

Name of Sponsoring Organization/Activity _____ Telephone _____	
Representative's Name _____	
Address _____	
The above organization/individual requests the use of:	
<input type="checkbox"/> auditorium <input type="checkbox"/> gymnasium <input type="checkbox"/> dining room/kitchen <input type="checkbox"/> stadium <input type="checkbox"/> yard/field/paved lot <input type="checkbox"/> classroom(s) _____ <input type="checkbox"/> other, specify _____	
Eligible groups may contract for meals to be served in the school dining areas. Use of kitchen equipment require presence of school food service employee.	
Is the organization planning to use District-owned equipment? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, specify equipment _____ Operator's Name _____	
Is the organization planning to conduct sales on school premises? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, give a complete description of what is being sold and how the proceeds will be used. _____	
Building/school/facility _____	
Purpose _____	
Date(s) requested _____ Time(s) Requested _____	
Will public be admitted?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will advertisement(s) be used?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will admission be charged?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**When using school facilities, this organization agrees to observe the following:**

1. **To schedule with the building Principal the time(s) District property is to be used.** It is understood that the Superintendent/designee may cancel the use of the room or building at any time such use interferes with regular school activities.
2. **To be legally responsible for any and all damage to individuals and school equipment, building(s), grounds, or facilities, resulting from use by the organization.** To this end, the organization that is not school-related may be required to procure sufficient liability insurance to indemnify the Board, school officers, and employees for any injuries or property damage that might occur during the organization's use of the facilities. The Board shall require the renting organization to assume all liability for injury to individuals by reason of the lease of Board property and that the organization indemnify and save harmless the Board from any loss or damage thereby.
3. **To provide appropriate equipment for the use of District property.** When gymnasiums are used, the organization agrees to permit on the gym floor only those persons wearing shoes that will not mark the floor.
4. **To abide by the requirements of Board Policies 05.3 and 05.31 (see attached).** Disregard of the rules and regulations governing the use of the school buildings, equipment, and facilities shall result in the refusal of the Board to grant the offending organization further use.
5. To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity. No materials used in conjunction with the event shall assert or imply any partnership with or endorsement by the District.

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**FEE SCHEDULE**

The organization agrees to pay the applicable fee(s) for the use of District facilities. A base deposit of one hundred dollars (\$100.00) is required for each day of facility use, which does not include employee costs or equipment usage, which are calculated below. If there is no damage and no cleanup is required by school District personnel after the event, all but twenty-five dollars (\$25.00) of the base deposit will be reimbursed to the organization.

	<b># of Employees Required (minimum of 1)</b>	<b># of Hours</b>	<b>Hourly Rate (\$25.00/hr)</b>	<b>Total</b>
Custodians/designated employee(s)				
Food Service Employees				
Supervisory Personnel				
Other _____ _____				
<b>TOTAL PERSONNEL CHARGE</b>				

<b>Property Used</b>	<b>Facility/ Equipment Fee</b>	<b>Personnel Cost, if applicable</b>	<b>Insurance cost, if applicable</b>	<b>Total Cost for Facility Use</b>
<b>Gymnasium</b> at _____ school				
<b>Auditorium</b> at _____ school				
<b>Cafeteria - <input type="checkbox"/> Dining Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Both</b> at _____ school				
<b>Classroom(s) Number _____</b> at _____ school				
<b>Stadium</b> at _____ school				
<b>Other Property</b> at _____ school				

\_\_\_\_\_  
*Signature - Representative of User Group*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature - Superintendent/designee*

\_\_\_\_\_  
*Date*

IN THE EVENT SCHOOL IS CLOSED DUE TO WEATHER CONDITIONS, ALL SCHEDULED ACTIVITIES, WITH THE EXCEPTION OF DINNER MEETINGS, WILL BE CANCELED AND OPPORTUNITY TO RESCHEDULE OR REFUND RENTAL FEE(S) WILL BE MADE.

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<b>For Office Use Only—To Be Completed by School Official</b>		
<b>Cost for use of District property \$</b> _____	<b>Cost for school employee \$</b> _____	<b>Total cost \$</b> _____
<b>Deposit \$</b> _____	<b>Is deposit refundable?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Date Deposit Received</b> _____	<b>Balance Due \$</b> _____	
<b>Board employee(s) assigned:</b> _____		
<b>Board Action Date, if applicable</b> _____	<b>Board Order #</b> _____	

Review/Revised:11/15/2021