

CONTRACT FOR USE OF DISTRICT FACILITIES REQUEST FORM

To our patrons and partners...

The facilities and grounds owned by Eudora Schools are a testament to the generous and loyal support of our district's taxpayers. Fees will be assessed for all facility use by outside groups on or after July 1, 2019, according to the fee structure on the back of this form.

Completing your request

- Complete this form and use the fee structure on the reverse side to determine the amount due.
- Submit completed form and full facility rental payment to the appropriate building administrator.
- It is understood that Eudora Schools transfers all liabilities to the requesting organization.
- A Certificate of Liability Insurance for at least \$1,000,000 must be presented before this request can be processed.

NOTE: The Board of Education will not consider any requests for facility use until the rental fee has been paid in full and the district is in possession of proof of insurance.

Requesting organization: _____

Organization address _____ Phone (____) _____

We wish to use Eudora Schools facilities on (MM/DD/YYYY) _____ from _____ a.m./p.m.

until _____ a.m./p.m. for the purpose(s) of _____.

Specify building:

- Eudora High School West Resource Center (limited availability)
 Eudora Middle School Eudora Elementary School

- We agree to pay directly any district employee(s) required to represent the district, as noted on the back of this form, at a rate of \$25 per hour.
- We understand that payment is due with this application, according to the fee schedule on the reverse side of this form..
- We understand and agree that we will abide by all Eudora School District rules and regulations that apply to the facility or facilities to be used. See Board Policy KG for more information.
- Number of people expected to attend: _____ (*Activities with 100 or more people must be approved by the Board of Education.*)
- Is this a school-related organization? Yes No
- Is this a profit-making activity? Yes No
- Is this a non-profit fund raising activity? Yes No

Organization's representative, to be responsible for facilities (please print): _____

Address _____ Phone (____) _____

Signature _____ Date _____

Signature of responsible district supervisor (district employee) _____

Signature of custodial employee to be present (if applicable) _____

Signature of food service employee to be present (if applicable) _____

Office use only: Building administrator's approval: Approved Rejected

Building administrator signature _____ Date _____

Routing for approval:

Activities Director _____ Head Custodian _____

Food Service Director _____ Operations Director _____

EUDORA SCHOOLS 
Unified School District No. 491

CHARGES FOR EUDORA SCHOOL DISTRICT FACILITIES

Effective July 1, 2019 | Approved by the Eudora Board of Education July 11, 2019

FACILITY FEES & DISTRICT EMPLOYEE WAGES

| Facility requested | Hrs requested | Rental Rate (In District) | | Rental Rate (Out of District)* | Fees Assessed |
|--|---------------|---------------------------|----|--------------------------------|---------------|
| Gymnasium | | \$45 per hour | or | \$80 per hour | |
| Auditorium / PAC* | | \$45 per hour | or | \$75 per hour | |
| Commons | | \$35 per hour | or | \$50 per hour | |
| Kitchen | | \$30 per hour | or | \$60 per hour | |
| Classrooms | | \$10 per hour | or | \$20 per hour | |
| Baseball/Softball Fields (daytime hours) | | \$15 per hour | or | \$30 per hour | |
| Baseball/Softball Fields (with lights) | | \$75 per hour | or | \$100 per hour | |
| Sports Stadium (daytime hours) | | \$15 per hour | or | \$30 per hour | |
| Sports Stadium (with lights) | | \$75 per hour | or | \$125 per hour | |
| Total Rental Fees | | | | | |

DISTRICT STAFFING DURING RENTAL

If district personnel listed below are required for the event or within the rental agreement, the cost will be assessed at a rate of \$30 per hour. Wages for workers shall be paid directly to the employees and not combined with rental fee payment.

| District Employee | Hours Requested | Rate Per Hour | Fees Assessed (Estimated) |
|----------------------|-----------------|---------------|---------------------------|
| Custodian | | \$30 | |
| Food Service | | \$30 | |
| Administrator | | \$30 | |
| Lighting/Sound Tech* | | \$30 | |

**Rental of the Performing Arts Center at EHS requires the use of a district lighting/sound technician for the entire time the PAC is being used.*

FEE WAIVER SCALE*

Depending on the nature of the facility request, rates may be discounted according to the following structure. If one of the descriptions below reflects the group wishing to use the facilities, please check that box and recalculate the rental fee accordingly.

Minimal fee (\$5 per hour rental, plus full employee wages)

- Organizations raising funds for currently enrolled district students
- Organizations providing programs for currently enrolled district students that are open participation (not selective)
- USD 491 alumni groups
- Recreation programs through the City of Eudora

Partial fee (50% of the listed rental fee above, plus full employee wages)

- Student groups, with currently enrolled Eudora students making up 75% or more of team members

* Fee waiver requests are not available for out of district requests.