



Unified School District #497
Lawrence Public Schools

Facility Rental Guide

It is the philosophy of the Board of Education that school properties can be utilized by community groups and organizations at available times when properties are not in use for regular school purposes and staff available ([Board Policy KG](#)). In every instance, building use fees will be assessed as established by the Board of Education, are moderate in amount, and designed only to reimburse the school district for custodial, utility service, and general maintenance costs.



All final arrangements are made through the Facilities & Operations (F&O) Department in accordance with the fee structure established by the Board of Education. *Application for Use of School Facilities* must be received at least 15 business days in advance of the use date. Inquiries about the use of school facilities by community groups should be made to <https://usd497.gofmx.com/login>.

USD 497 facilities are not available for community use during established school hours, or any time school is in session.

- USD 497 may deny the use of community groups and organizations to use facilities on the district's recognized 12 holidays: July 4, Labor Day, Indigenous Peoples Day, Thanksgiving and the Friday following Thanksgiving, December 24 and 25, January 1, Martin Luther King Jr. Day, spring break Friday, Memorial Day, and Juneteenth (June 19). An event approved by KSHSAA may be permitted, if sufficient custodial coverage is aligned. If any of these holidays falls on a weekend, then the district will recognize a weekday and that date will not be available to be rented. Community use of district facilities on Sundays is discouraged because of inadequate custodial staff for a seven-day work week.

Ongoing reservations need to be made one month at a time.

Setup Time and Teardown Time - minimum of 30 minutes each occurrence

- Setup Time is defined as the time that the building is opened prior to an event allowing the person(s) and/or organization(s) to enter the building prior to the scheduled event's start time.
- Teardown Time is defined as the time following an event used as transition time between scheduled events, also allowing for custodial clean up duties to occur in order to return the facility to pre-event status.

Community groups holding activities in a district building or on district property will be required to provide special events liability insurance as a condition of contract. Your rental will not be legally allowed to occur if this Certificate of Insurance (COI) is not received with time to process and approve. See liability requirements on page 11.

Use of alcoholic beverages, tobacco and nicotine delivery devices, and illegal drugs or other controlled substances are not permitted in or on any district facility.



Blocking the fire lanes is prohibited on all district property.

USD 497 does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity, or gender expression. Authorization for use of school facilities will not be considered as an endorsement or approval of the activity, group, or organization.

Facility usage payment is expected within two weeks of receipt of invoice.

Failure to cancel in a timely manner may result in charges and/or denial of future rentals. See cancellation policy on page 10.

Failure to comply with the district guidelines and policies may result in additional charges and/or denial of future rentals.



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Foreword

The Unified School District 497 Facilities Rental Guide is intended to set forth rental guidelines and fees for community groups, individual citizens, and employees wishing to use district facilities for non-school and school-related activities. These guidelines are comprehensive; however, it is impossible to anticipate every situation. Final decision-making authority rests with the district Executive Leadership Team.

Any exceptions or deviations to the procedures outlined in this guide must be documented in writing and approved by the Superintendent or the Superintendent's designee.

Purpose of the Guide

- To furnish guidelines that will assist those interested in renting district facilities.
- To ensure uniformity in the scheduling of district facilities.
- Rental fees are determined by categories defined as follows:

1. **Non-Profit organization.**

A **non-profit** organization is exempt from paying tax. This is an organization within the U.S. that has an Internal Revenue Code status of 501(c)(3). A qualifying organization will need to submit its IRS tax-exempt determination letter. Status may be confirmed via the IRS Select Check database.

USD 497 employees engaged in operating a non-profit organization and wanting to host an event that specifically serves the students of our district may receive reduced fees for hosting events, provided they comply with and adhere to KSHSAA rules and regulations. Athletic Directors are responsible for verifying alignment with these rules. The district bears no responsibility for tax obligations, and it is the sole responsibility of employees to fulfill their own tax duties.

The reduction of fees may encompass:

- A 50% discount on the hourly rate for facility reservations;
- A 50% reduction in requested reserved time;
- Waiver of the set-up and tear-down fees if the employee handles these tasks;
- Reduced custodial coverage charges, outside the duty day, if serving fewer than 50 students.

Employees seeking these benefits must disclose their marketing materials and ensure they are in "good standing" by not having any outstanding fees.

This benefit may be revoked if any of the outlined procedures and conditions specified in these guidelines are not properly followed.



2. **For-profit organization.**

A **for-profit** organization seeks to generate taxable income for itself or its organization for sale of a product or service. These organizations include Private Athletic Clubs/Camps and tutoring along with other similar organizations.

USD 497 employees engaged in operating a for-profit organization and wanting to host an event that specifically serves the students of our district may receive reduced fees for hosting events, provided they comply with and adhere to KSHSAA rules and regulations. Athletic Directors are responsible for verifying alignment with these rules. The district bears no responsibility for tax obligations, and it is the sole responsibility of employees to fulfill their own tax duties.

The reduction of fees may encompass:

- A 50% discount on the hourly rate for facility reservations;
- A 50% reduction in requested reserved time;
- Waiver of the set-up and tear-down fees if the employee handles these tasks;
- Reduced custodial coverage charges, outside the duty day, if serving fewer than 50 students.

Employees seeking these benefits must disclose their marketing materials and ensure they are in “good standing” by not having any outstanding fees.

This benefit may be revoked if any of the outlined procedures and conditions specified in these guidelines are not properly followed.

3. **Outside User Community Service/Charity Events.**

Non-school sponsored activities that result in direct services to youth and community members. These organizations include governmental agencies, Lawrence Parks and Recreation, Boys & Girls Club, Neighborhood Associations, along with similar organizations.

4. **School Sponsored Events.**

Activities that are sponsored, approved, conducted, planned, and/or supervised by school personnel that are not part of KSHSAA activities. If fees are assessed, they are deposited into a school account.

5. **Kansas State High School Activities Association (KSHSAA) approved activities.**

Applications must clearly indicate that the event is KSHSAA approved and KSHSAA rules apply. K.S.A. 72-7117. “Activities” means school activities and contests in the fields of athletics, music, forensics, dramatics and any other inter-school extracurricular activities by students enrolled in any of the grades from seven (7) to twelve (12), inclusive.



Application for Use of USD 497 Facilities

Anyone interested in utilizing USD 497 facilities must complete an *Application for Use of School Facilities* as the first step in the scheduling process. The *Application for Use of School Facilities* may be found on the district's website at <https://usd497.gofmx.com/login>.

Application for Use of School Facilities must be received at least 15 business days in advance of the first requested use date. The district reserves the right to demand sufficient time for the full review of an application. The Executive Director of Facilities & Operations may review unusual requests before approval is granted.

Inaccurate or untruthful statements made on the application or violations of regulations may place the responsible person(s) or organization(s), or both, on an ineligible list. Subsequent applications of an ineligible person(s) or organization(s) may be referred to the District's Executive Leadership Team (or Facilities Planning Committee) for determinations of future rental privileges.

The person(s) or organization(s) submitting an application for use of district facilities shall agree to indemnify the school district for any damage to district property by any person(s) participating in or attending the activity. If damage occurs, the person(s) or organization(s) will be invoiced for all repair, replacement and/or labor costs. Failure to pay such damages will result in future requests being denied.

The person(s) or organization(s) submitting an application shall agree to relieve the district from all responsibility for any damage or loss to the property of any person attending the activity.

Administrative Procedures

No meeting shall be held in a district building or on district property for the purpose of advancing any doctrine or theory subversive to the constitution or laws of the State of Kansas or the United States or for the purpose of advocating social or political change by violence.

The F&O office must approve the use of district grounds. No person(s) or organization(s) shall pay the custodian personally. Building keys are never issued to a person(s) or organization(s). District custodians shall open the buildings and remain to secure the buildings after the group(s) have departed.

USD 497 may deny requests by community groups and organizations to use facilities on the district's recognized 12 holidays: July 4, Labor Day, Indigenous Peoples Day, Thanksgiving and the Friday following Thanksgiving, December 24 and 25, January 1, Martin Luther King Jr. Day, spring break Friday, Memorial Day, and Juneteenth (June 19). An event approved by KSHSAA may be permitted, if sufficient custodial coverage is available. If any of these holidays falls on a weekend, then the district will recognize a weekday and that date will not be available to be rented. Community use of district facilities on Sundays is discouraged because of inadequate custodial staff for a seven-day work week.



District facilities may be used Monday through Friday, outside school hours only, on days when school is in session. Weekend use hours may include morning, afternoon or evening hours depending on custodian availability ([Board Policy KGC](#)).

Appropriate adult supervision must be maintained at all times by the approved facilities use applicant. The name and contact information of the responsible adult must be submitted, if they did not submit the application.

Under certain conditions, security personnel may be required. If district school resource officers (SROs) are assigned, the fee will be included in the agreement. If security is provided by off-duty police officers or private security, the name of the individual officer or the firm shall be provided to the district's safety office in advance of the event. Payment by approved facilities use applicant shall be made directly to the individual officer or the firm in lieu of the district. Permission to use private security or off-duty police officers may be denied.

Responsibility for contractual arrangements is delegated by the Board of Education to the Facilities & Operations office.

Allowed and Prohibited Activities

Special arrangements must be made with the building principal for the serving of foods and/or beverages in the building. Should this regulation not be followed, the contracting person(s) or organization(s) shall be invoiced for all cleaning costs.

Swimming pools are to be used only for district-sponsored events for educational and instructional swimming only.

The manufacturing, dispensing, possession, use, consumption, or distribution of alcoholic beverages, tobacco or nicotine delivery devices, and/or illegal drugs or controlled substances on district property or at school activities is prohibited.

Weapons, firearms, and other dangerous items as defined in K.S.A. 72-6131 and Board Policy [JCDBB](#) and [JCDBBC](#), are not permitted in district buildings or on district properties. *See also* Board Policy [KGE](#) . Open flames, including candle flames, are not permitted on school grounds.

The following activities will not be permitted on district property:

- Fireworks
- Fog machines
- Motorcycles, bicycles, mopeds, and/or go-kart rallies and races
- Use of kitchens
- Use of locker rooms
- Metal cleats on turf fields



Certain types of community activities and events may not be compatible with the utilization of district facilities, the educational programs in progress, the philosophy of public education, or the general operation of schools, including staffing limitations. These special use activities may require special administrative review for approval or denial. Examples include, but are not limited to, the following:

- Animal shows and exhibits
- Direct selling of products and services on district property
- Overnight lodging activities
- Music concerts
- Air activities such as kite flying, hang gliding, skydiving, parachuting, paper lanterns, hot air balloons, model airplanes, model rockets, lite flite airplanes, and glider flying
- Activities held in football stadiums
- Use of pitching machines in gyms
- Inflatable ride equipment

In the event of inclement weather resulting in the cancellation of school or evening school-related activities, all community rental activities will automatically be canceled as well. Final invoice will reflect the canceled event.

USD 497 does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity, or gender expression. Authorization for use of school facilities will not be considered as an endorsement or approval of the activity, group, or organization.

BOE Building Rental Rates Guidelines

User fees established by the Board of Education are moderate in amount and structured primarily to reimburse the district for operational costs.

An administrative review committee shall periodically study all rental rates assessed. This study shall be based on operational reimbursement costs for custodial service, utilities, and general maintenance. If changes are justified, a recommendation will be prepared for Board of Education action. If approval is granted, implementation will follow promptly.

Hourly rates are charged for most facilities' usage.

The school district reserves first rights for the use of its own property. Cancellations of rental agreements may be ordered by school authorities, with or without notice.



Cancellation Policy

In the event that the person(s) or organization(s) submitting the application needs to cancel an occurrence and/or the entire event, notification must be made via FMX (<https://usd497.gofmx.com/login>).

If the occurrence and/or the entire request is canceled at least 10 business days prior to the event, there is no penalty. If the occurrence and/or the entire request is canceled 3-9 business days prior to the event, then the requester will be charged 25% of the total fee of the canceled occurrence. If the occurrence and/or the entire request is canceled less than 3 days prior to the event, the requester will be charged 100% of the canceled occurrence. (see chart below). See Page 2 and/or 7 for the district's recognized 11 holidays.

Business Days/Days the school district is open	10 Day Notice	Less than 10 day Notice	Less than 3 Day Notice
Percentages of Fees	No Penalty	25% of Total Fee of Canceled Occurrence	100% of Total Fee of Canceled Occurrence

USD 497 reserves the right to deny requests to person(s) and/or organization(s) who repeatedly schedule events to "reserve" the space and then cancel events. This prevents USD 497 from being able to rent the space to another person(s) or organization(s).

Staffing Fees

Certain events may require additional staffing to be provided by the district.

If the need for district staff is required, the contracting organization will pay costs associated with scheduling staff for the event ([Board Policy KGC](#)).

Federal Wage and Hour guidelines prohibit district staff from donating or volunteering time for any like duties performed to any organization using school facilities.



Direct Services to Youth

Boys Scouts, Girl Scouts, 4-H Clubs, Bible Clubs, along with similar organizations defined as providing “direct services to youth” are to be assessed no charges when holding their regular prescribed business and instructional meetings during weekday after-school hours, when school is in session and custodial coverage is available. Liability insurance is required.

Such prescribed scouting activities as Blue/Gold Awards, bridgings, awards ceremonies, Eagle Scout Awards, and Gold Merit Programs are in the no-charge category if held on weekdays during after-school hours when school is in session and custodial coverage is available. Liability insurance is required.

If the above types of meetings and programs are held on Saturday or Sunday, custodial rates will apply and liability insurance is required.

When the above organizations hold activities in school buildings that are strictly social, recreational, or for fundraising, standard rental rates will be assessed. Liability insurance is required.

Church Rentals

Churches approved to rent school buildings may request approval to put up advertising signs on school premises to advertise their church services. The following guidelines apply:

- Approval is granted if the sign is a small directional sign (i.e. A frame) indicating certain doors to use, etc., intended for the congregation and not the general public. The sign should be removed following each Sunday service.
- Portable marquee advertising signs are prohibited.
- Each request will be reviewed based on its individual merits.

Community (Guest) Wi-Fi Access at Schools

Community groups may request the use of wireless internet at a school they are renting. When this occurs the following procedures will apply:

1. A Guest Wi-Fi request must be indicated at the time of application.
2. Login and instructions will be given upon application form approval.
3. If technology services are needed, please indicate that in the application “Event Setup Details” field. Additional fees may apply.



Liability Insurance

Community groups holding activities in a district building or on district property will be required to provide special events liability insurance as a condition of contract. This insurance must be active throughout the entire use of the facility, which includes set up, tear down, and any dates needed to make up events due to cancellation. Liability insurance coverage will include:

- a. Bodily injury and property damage with a single combined limit of \$500,000
- b. Hold harmless inclusion
- c. USD 497, 110 McDonald Drive, Lawrence, KS 66044 listed as additional insured
- d. A Certificate of Insurance (COI) provided at the time of submitting the *Application for Use of School Facilities*.

Your rental will not be legally allowed to occur if the COI is not received with time for our office to process and approve.

Class Reunions and Alumni Association Activities

When buildings are regularly staffed, a rental charge is not assessed to these groups unless admission is charged, fundraising is involved, or a meal is served. Insurance may be required.

Neighborhood Association

Neighborhood Associations and/or Homeowners Associations may use school buildings at no charge, if within custodial regular work hours, for regular meetings. When using district facilities for recreational purposes, standard rental fees apply. Insurance may be required.



Youth Sports Clubs

Youth sports clubs wanting to use district facilities for practices may do so, with an approved District Facilities Use Application advance approval. Special rental fees have been established. The following fees and guidelines apply:

- High School athletic teams will have priority use of the athletic facilities and will preempt sports clubs, when needed. Youth sport clubs will be responsible for setting up and tearing down the areas used.
- Use of school locker rooms is not available to outside user groups.
- As with all rentals, a copy of the club's current COI must be provided to the Facilities & Operations office prior to the first scheduled usage date on the contract. The Facilities & Operations office may provide the club with specific coverage requirements established by the district.
- Movement of wrestling mats may result in extra fees being charged.



High School Gymnasiums

All facility usage is scheduled through the district's online application (<https://usd497.gofmx.com/login>). A request for approval will be sent to the school's athletic director. The following guidelines and rates apply when a high school gymnasium is rented :

- **Tournaments** — Only one (1) group at a time will be scheduled in a gym.
- **Practices** — Only one (1) group at a time will be scheduled in a gym.

Responsibilities

- **Concessions** — School's athletic department has the right of first refusal to run concessions during any contracted event.
- **Signage** — Prior approval is required by the district for any banners, etc. to be displayed during a contracted event. Scheduling group will turn in to the Facilities & Operations office a copy of the sign's verbiage at least five (5) business days in advance of the event for approval. All existing district signage shall remain on display for all rental events.
- **Tables** — Schools may provide tables. Tables need to be requested on the *Application for Use of School Facilities* in the "Event Setup Details" field.
- **Locker Rooms** — Not available to any outside user groups.
- **Insurance** — As with all rentals, a copy of the current COI must be submitted with the application. Certain events may require additional insurance coverage.
- **Basketball Goals** — School staff will raise/lower goals as instructed on contract. Any changes to goals will need to be requested on the *Application for Use of School Facilities* in the "Event Setup Details" field.
- **Volleyball Nets** — School staff will set up/tear down nets as instructed on contract. Any changes to nets will need to be requested on the *Application for Use of School Facilities* in the "Event Setup Details" field.
- **Security Officer** — The district reserves the right to request security on a case- by-case basis if needed.
- **Security Gates (where applicable)** — School staff will secure gates to block off access to the rest of the school.
- **Equipment** - It is the responsibility of the renter to bring all necessary equipment for their event.

Not allowed

- Tobacco products including vaping and other nicotine delivery products
- Alcohol
- Sunflower Seeds
- Gum
- Fireworks
- Illicit Drugs
- Blocking of the fire lanes on all district property



High School Football Stadiums/Game Fields

All facilities are scheduled through the district online application (<https://usd497.gofmx.com/login>). A request for approval will be sent to the school's athletic director. Final approvals are determined by the Facilities & Operations office.

Costs

- **Stadiums and Game Fields**— Fee to be assessed for the first day and each consecutive day thereafter.
- **Custodial staff (non-negotiable)** — Scheduled hours will include set up, tear down, and clean up tasks.
- **School Resource Officer** — The district reserves the right to request security on a case-by-case basis if needed.
- **Scoreboard Usage (if applicable)** — Permission to use determined by the school's athletic director at each site. Usage will need to be requested on *Application for Use of School Facilities* in the "Event Setup Details" field.
- **Lights Usage** — Current rates (stadium lights, etc.). Permission to use is determined by the school's athletic director at each site. Usage will need to be requested on *Application for Use of School Facilities* in the "Event Setup Details" field.

Responsibilities

- **Concessions** — School's athletic department has the right of first refusal to run concessions throughout contracted events.
- **Signage** - Approval is granted if the sign is a small directional sign (i.e. A-frame) indicating certain gates to use, etc., intended for the event. The sign should be removed following the conclusion of the event. Portable marquee advertising signs are prohibited. Each request will be reviewed based on its individual merits.
- **Porta-Potties** — Prohibited on district property.
- **Tables** — Schools may provide tables upon request. Usage will need to be requested on the *Application for Use of School Facilities* in the "Event Setup Details" field. Additional costs may be assessed. Tables cannot be left outside overnight.
- **Locker Rooms** — Not available to any outside user groups.
- **Insurance** — As with all rentals, a copy of the current COI must be submitted with the application. Certain events may require additional insurance coverage.
- **Equipment** - It is the responsibility of the renter to bring all necessary equipment for their event.

Not allowed

- Vehicles, bicycles or other wheeled recreational modes of transportation on tracks or fields
- Metal cleats
- Tobacco products including vaping or other nicotine delivery products
- Alcohol
- Marking on turf or tracks
- Sunflower seeds and gum
- Golfing



- Fireworks and confetti
- Tents (with stakes) inside the track oval at stadiums or game fields
- Blocking of the fire lanes on all district property
- Inflatables/ride equipment



Facility Rental Fees

Facility	Non-Profit	For-Profit	Outside User-Community, Charity Event, or Youth Services Group	School Sponsored Event	KSHSAA School Sponsored Activity
	(per hour rate)	(per hour rate)			(per day rate)
Classroom	\$ 10.00	\$ 15.00	Fees may be waived	Fees may be waived	\$ 10.00
Commons/Cafeteria - Elementary School	\$ 10.00	\$ 20.00	Fees may be waived	Fees may be waived	\$ 10.00
Commons/Cafeteria - Middle School	\$ 10.00	\$ 20.00	Fees may be waived	Fees may be waived	\$ 10.00
Commons/Cafeteria - High School	\$ 10.00	\$ 20.00	Fees may be waived	Fees may be waived	\$ 10.00
Gym - Elementary School	\$ 15.00	\$ 25.00	Fees may be waived	Fees may be waived	\$ 10.00
Gym - Middle School/ Auxiliary	\$ 15.00	\$ 25.00	Fees may be waived	Fees may be waived	\$ 10.00
Gym - High School/ Auxiliary	\$ 40.00	\$ 50.00	Fees may be waived	Fees may be waived	\$ 10.00
Wrestling Room - High School	\$ 15.00	\$ 25.00	Limited access	Fees may be waived	\$ 10.00
Library - Elementary School	\$ 15.00	\$ 25.00	Fees may be waived	Fees may be waived	\$ 10.00
Library - Middle School	\$ 15.00	\$ 25.00	Fees may be waived	Fees may be waived	\$ 10.00
Library - High School	\$ 15.00	\$ 25.00	Fees may be waived	Fees may be waived	\$ 10.00



Auditorium - High/Middle School	\$ 40.00	\$ 60.00	Fees may be waived	Fees may be waived	\$ 10.00
Black Box Theatre - High School	\$ 40.00	\$ 60.00	Fees may be waived	Fees may be waived	\$ 10.00
Grass Fields - Elementary School	No Charge	No Charge	No Charge	No Charge	No Charge
Baseball/Softball High School Practice/Camps (Turf)	\$ 20.00	\$ 25.00	Fees may be waived	Fees may be waived	\$ 10.00
Baseball/Softball High School Tournament/Games (Turf)	\$ 25.00	\$ 50.00 (\$300/Day Max)	Fees may be waived	Fees may be waived	\$ 10.00
Batting Cages - Centennial Gym	\$ 15.00	\$ 25.00	Fees may be waived	Fees may be waived	\$ 10.00
Batting Cages - Free State High School Gym	\$ 40.00	\$ 50.00	Fees may be waived	Fees may be waived	\$ 10.00
Football - Middle School (Grass)	\$ 10.00	\$ 10.00	Fees may be waived	Fees may be waived	\$ 10.00
Football - High School (Turf)	\$ 25.00	\$ 75.00 (\$300/Day Max)	Fees may be waived	Fees may be waived	\$ 10.00
Tennis Court	\$ 10.00	\$ 15.00	Fees may be waived	Fees may be waived	\$ 10.00
Track - Middle School	\$ 10.00	\$ 20.00	Fees may be waived	Fees may be waived	\$ 10.00
Track - High School	\$ 10.00	\$ 20.00	Fees may be waived	Fees may be waived	\$ 10.00
Soccer Field - High School (Turf)	\$ 25.00	\$ 75.00 (\$300/Day Max)	Fees may be waived	Fees may be waived	\$ 10.00
Misc. Fees per hour- scoreboard,			Fees may be waived	Fees may be waived	



Misc. Fees may apply: Tables and Chairs Technology Support Moving of mats					
Custodial Fee	\$ 30.00	\$ 30.00	Fees may be waived unless outside custodial hours	Fees may be waived	Fees may be waived unless outside custodial hours
Set Up/ Clean-up Time	Additional 2 Hours	Additional 2 Hours			



Facility Use Workflow

Requester Complete *Application for Use of School Facilities* (via district website: FMX online module)

Five Categories of Rental Use:

<u>1) Not-For Profit</u> (IRS Code status 501(c)(3))	<u>2) For Profit</u> (Generating taxable income by selling a product or service.)	<u>3) Outside User Community Service or Charity Events</u> (Non-school sponsored activities that result in direct services to youth and community members.)	<u>4) School Sponsored event</u> (Activities that are sponsored, approved, conducted, planned, and/or supervised by school personnel that are not part of KSHSAA activities.)	<u>5) KSHSAA Activities</u> (KSHSAA approved and KSHSAA rules apply) K.S.A. 72-7117. "Activities" means school activities and contests in the fields of athletics, music, forensics, dramatics and any other inter-school extracurricular activities by students enrolled in any of the grades from seven (7) to twelve (12), inclusive.
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EXAMPLES •American Cancer Society •AARP •PTO/PTA •Churches •Boys & Girls Club •Girl Scouts •Boy Scouts •4H	•Private Athletic Clubs/Camps •Craft Fair •Tutoring	•4-H Clubs •RunLawrence •KDOT •Parks & Rec •Homeowners or Neighborhood Association	•Most Pre-K-6 activities •K-12 Club Meetings •School Carnivals •Boys & Girls Club	•Secondary Events mentioned in definition above
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Once completed, it will either go directly to the school that is being requested or to Facilities & Operations if the request is for the ESC (110 McDonald Drive), Facilities & Operations, and/or the Wakarusa Valley site.



School administration then reviews and signs or rejects, via FMX workflow.

Facilities & Operations processes and reviews:

- Reviewed to determine if the form is completed with all the necessary information.
- Forwards to Custodial Services Supervisor for review and coordinating of custodial staff as needed.
- If there are additional rental requests, the items are coordinated and confirmed.
Additional fees may be assessed.
 - Chairs
 - Tables
 - Risers
 - Sound system
 - Podium
 - Sports equipment
 - Nets
 - Mats
 - Scoreboards
 - Wifi
 - Technology assistance
 - Outdoor lighting
 - Concession stands
 - Other _____
- Proof of insurance completed.
 - Active Policy Period: _____
- Reserved category is confirmed.

Category		Fee Collected		Amount	If Yes, Who Paid To		Notify Finance Office	
		Yes	No		Individual	Group/Organization	Yes	No
	Non-Profit							
	For-Profit							
	Community or Charity Event							principal
	Non-KSHSAA School Event							
	KSHSAA School Event							



- If all information is answered/confirmed above, approval is granted.
Signatures needed:
 - Principal
 - Facilities & Operations
 - Chief Operations Officer or designee
- The event is confirmed in the calendar and shows approval.
- Fees are automatically estimated when application is submitted (see page 12).
 - Adjustments are made, if necessary, to the estimated fee after the event.
 - If the event is canceled
 - More or less custodial needs
 - Vandalism
 - Any additional rental requests not returned (or not returned in good or working condition)
- Final billing occurs after the event, at the end of each month.
Payments are to be received within two weeks of billing.
- Once payment is received, then it is “finalized” or closed.
- Review of person/organization to determine if able to use facilities in the future.
 - Event went as planned
 - Event didn’t go as planned, reasons:
 - _____
 - _____
- Individual/organization permitted to reserve in the future?
 - Yes
 - No