APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization: _____

Authorized Agent: _____ Contact Person: _____

School or site: _____

Space(s) to be used: _____

Dates to be used: _____ Beginning time: _____ Ending Time: _____

Total hours: _____ With air conditioning? _____ With heating? _____

Number of participants, approximately? _____

Will there be a charge for admission? _____

Specify the purpose for use of space: _____
_____

Equipment or food service needs (specify): _____
_____

Is organization nonprofit? _____ Do you carry liability insurance? _____ (Documentation may be required.)

APPLICANT AGREEMENT:
1) We will be responsible for payment of the rental fee four (4) days in advance. The amounts charged are estimates based on planned use. Credit or refunds will be calculated based on actual use;
2) We will be responsible for payment for necessary personnel at a rate to be determined by personnel services;
3) This permit may be canceled by the School Board at its discretion;
4) The we become responsible for any and all damage to the site, building, and/or equipment, for the duration of the time(s) and date(s) listed on the application and understand that we will not be permitted to use the school property again if we fail to undertake these measures;
5) That we agree to indemnify and hold harmless the School Board, and all of its officers, employees, and agents from any and all claims demands, suits causes of action, or judgments any person had, now has or may have in the future against the event which is the subject of this agreement;
6) The School Board is not liable for anything we do or sponsor while using these facilities;
7) This organization has an open membership policy and does not discriminate on the basis of race or sex;
8) We understand that smoking and alcohol use are prohibited on school property;
9) We will restrict usage to assigned areas and observe contracted time limits;
10) We will obtain prior approval before any signs, placards, or banners are erected on school property;
11) We agree to follow all requirements set forth in Regulation KG-R.

_____   _____
                    Authorized Agent   Date

Organization: _____

The application was received by: _____   _____
                                                                Principal   Date

Application is:

o   Approved   _____
                                                            Superintendent/Designee

o   Denied

o   Notified of decision   _____
                                                                        Date

IRS Nonprofit Letter Submitted? Yes_____ No_____ Liability Insurance Policy? Yes_____No _____

1)   Rental Fees Calculation

School area: _____ Rate: _____

No. Days X Hours X Fee - $_____

2)   Personnel Fees:

1st Personnel Need: _____ 2nd Personnel Need: _____
Employee Name: _____ Employee Name: _____
Rate (include overtime): _____ Rate (include overtime): _____
No. Days X Hrs. X Fee = $_____ No. Days X Hrs. X Fee = $_____

Total Personnel Fees: $_____

3)   Special Fees:

      Description: _____
      No. Days X Hrs. X Special Fee = $_____

Subtotal of Fees: $_____
Late Payment Fee (if any): $_____

TOTAL: $_____

<u>COMMENTS</u>