

USD 373

Permit for Use of School Facilities for Non-school Events

By signing this form you are accepting responsibility for the conditions as specified on the back of this form. You are agreeing to hold the district harmless from and indemnify the district against any liability arising out of the use of the building.

Person Requesting Use \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Group or Organization \_\_\_\_\_

Purpose of Use \_\_\_\_\_

Building \_\_\_\_\_ Room (s) \_\_\_\_\_

Date of Use \_\_\_\_\_ Hours of Use \_\_\_\_\_ Program start time \_\_\_\_\_

Special Needs or requests \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimate

Actual

Building Fee: \_\_\_\_\_

Staff Fee: \_\_\_\_\_

Staff Fee: \_\_\_\_\_

Equipment Fee: \_\_\_\_\_

Total Charges: \_\_\_\_\_

I, the undersigned, have read the regulations and understand the fees and am fully aware of the conditions of this agreement and I agree to fully comply with such conditions.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Building Administrator

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor of Buildings & Grounds

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For Use by building personnel.

User Time in: \_\_\_\_\_ Comments: \_\_\_\_\_

User Time out: \_\_\_\_\_

Personnel time in: \_\_\_\_\_

Personnel time out: \_\_\_\_\_

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Availability:

1. District related functions shall have first priority. Dates for outside usage of facilities will not be confirmed prior to July 1 of the calendar year unless an exception is granted by the superintendent of schools. Paperwork must be submitted at least 5 days in advance. Signed & completed paperwork must be shown by person renting facility upon start of event.
2. Facility use during holiday periods will not be approved. These holiday periods include: Labor Day, Thanksgiving break, winter break, spring break, Good Friday, Easter Sunday, Memorial Day, Independence Day and any other days designated by the district as holidays.
3. District facilities may not be rented for public or private dances.
4. The USD 373 Board of Education may elect to make any/all facilities unavailable for use at its discretion.
5. Use of district facilities must be limited to those purposes stated in the written agreement.

Prohibited Activities:

1. BY STATE LAW DRUGS, ALCOHOL & SMOKING ARE PROHIBITED ON SCHOOL PROPERTY. Disorderly conduct is also prohibited.
2. No live animals.
3. Facilities must be vacated by 10:00 p.m. unless special arrangements are made.

Payment of Fees:

1. All fees must be paid within 30 days of use. Failure to pay will constitute sufficient reason to deny future requests by those involved. If an individual cancels the use of a facility within 48 hours, the only charge will be for staff time or utilities incurred during preparation. After 48 hours, additional charges may apply.
2. Any person, persons, or groups making application for use of a district facility shall reimburse USD 373 for any property damage to facilities or equipment by persons in the group.
3. Moving furniture, moving and securing scenery, securing lighting, operating public address systems, and any other activities necessary to prepare the facility for use by the contracting individual or organization will be accomplished by school employees or accomplished under the direction of an approved employee of the board of education. All services must be outlined on the permit. The contracting individual or organization will be charged for district employee time at the rate noted.

Other:

1. Only the section of the facility indicated on the permit form may be used. The person or persons signing the agreement for facility use shall assume responsibility for all persons entering the building regardless of whether or not they are members of their group.
2. Organizations using facilities must provide an adequate number of sponsors to supervise and to ensure proper care and use of the facility.
3. Additional written or stated guidelines may be issued to regulate facilities' utilization.

Newton USD 373 does not discriminate on the basis of race, color, national origin, sex, handicap, disability, or age. Persons having inquiries may contact the school district's ADA and Section 504 coordinator, 308 E. 1<sup>st</sup> St., Newton Kansas 67114, 316 284-6200.