

Today's Date _____
(request to be made two weeks prior to use)

REQUEST FOR USE OF SCHOOL FACILITIES

SECTION A—All requests will originate in the office of the building principal of the building being used.

- Name of organization & person making request: _____
Please be specific with organization name if there is one.
- Contact person: _____ Phone No. _____
- Address: _____
Street City State Zip
- Email Address: _____
- Specific use of the facility: _____
Eg.—Youth team basketball, dance club, etc.
- Date facility is to be used: _____ / _____ / _____ / _____
Day of week Month Date Year Additional days if needed
- TIMES: Facility open / close time: Open: _____ Close: _____
this establishes the time you need access to the building and allows for set up / clean up
Event start / end time: Start: _____ End: _____
We need to know the start time of the activity and approximate end
- Status of group using facility:
 Non profit group Youth team practice
 For profit group Church activity
 School activity City/county activity
 Adult activity Youth traveling team tournament
 School fund-raising activity Other
- Facility requested:
1. SCHOOL _____
2. ROOM(s) _____
3. OTHER _____

10. **SPECIAL INSTRUCTIONS:** Complete the additional page (Section D) for specific uses of building areas—Commons, Gym, Auditorium.

Information:

- ◆ Salina Unified School District 305 is pleased to extend to you the use of their wonderful educational facilities. We trust you will enjoy and appreciate the use of these facilities. We ask that you treat the facilities with respect and care while using them. Tobacco, alcohol, or weapons are not allowed on any school properties. It is also requested you limit your use of the facility to the areas you have designated on your request. Salina Public Schools USD 305 reserves the right to cancel an Agreement at any time, without cause or penalty or change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided.
- ◆ Salina Public Schools USD 305 may require that any individual, group or organization utilizing District facilities (Facility User) be covered by insurance. If such insurance is required, a certificate of insurance evidencing general or personal liability insurance currently in force must be filed with the District prior to the event. Liability insurance, if required, must be for a minimum of \$1,000,000. Such evidence of insurance must list Salina Public Schools USD 305, P.O. Box 797, Salina, KS 67402-0797 as the certificate holder and provide ten (10) day advance written notice in the event of cancellation or material change in coverage. Insurance requirements will be determined on a case by case basis depending on the circumstances surrounding the intended use of the Facility. Facility User hereby agrees to indemnify, defend and hold harmless Salina Public School 305, its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses that may arise during or be caused in any way by such occupancy or use of facilities. Facility User shall have received any and all permission or license(s) as my be required to perform or use any protected materials in its use of the Facility. Facility User agrees to protect and save harmless Salina Public Schools USD 305, its elected officials, employees and agents from and against any and all claims, penalties, and/or damages which may accrue as a result of Facility User's failure to comply with this requirement. Facility User also agrees to notify all parents, students, spectators and anyone else who comes on or around the Facility during the Facility User's activity, that they do so at their own risk and the school district is not liable or responsible for any injury or accident occurring as a result of the Facility User's rental of the Facility.
- ◆ Typically, Janitorial staff is on duty Monday through Friday. Janitorial staff is not on duty for non-school sponsored events hosted on weekends or holidays unless requested by the reserving group. Additional charges may apply for weekend/holiday support. If you experience problems with the facility, please notify the custodian or certified staff on duty.
- ◆ Facility requests for summer use of gyms, swimming pool, and softball fields will not be acted on until April 1st.

Office Use

SECTION B—To be completed by building administrator.

- School employee(s) responsible for supervision of facility: _____ Custodian Other
(May be certified staff or custodian of the host building)
- Overtime will be needed for custodial support: Yes No
- Additional staff needed (auditorium use only): Yes *Contact school theatre director if 'Yes.'* No
If 'advanced' use of lighting and sound is needed—mark yes. This is an additional cost to the user.
- Facilities request approved by: _____
Building Administrator

SECTION C— Following approval by the building administrator, all requests will be sent to the Operations Department for final calculation of applicable charges for use.

- Formal contract required Yes No
Liability insurance coverage required Yes No
- Approved by Director of Operations _____
- Routing distribution following Director of Operations approval:
 Requestor Building Principal/Director
 Operations Dept. File Business Office
 Building Operator

Building Operator use:

Event Held Yes No
Custodial Hours Flex Time Comp Time Overtime

Business office use:

Date Payment Received _____
Amount: \$ _____

Contact and Payment Information

Unified School District 305 Operations Department
P.O. Box 797
1511 Gypsum
Salina, KS 67402-0797 Telephone: 785-309-4710

Summary of Fees:

Facility use charges:

_____ per hour X _____ hours = _____
_____ per hour X _____ hours = _____
_____ per hour X _____ hours = _____

Custodian Support:

\$30 per hour X _____ hours = \$ _____

Total: \$ _____

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Name of organization & person making request: _____
Please be specific with organization name if there is one.

Contact person: _____

SECTION D—SPECIAL INSTRUCTIONS:

Areas to be used

Gym

Bleachers (specify one side or both) _____ Scorer's table _____ Scoreboard _____ Ticket table(s) _____ P.A. _____

Auditorium

Podium _____ Screen lowered _____ Media Projector _____

*Basic Auditorium Sound System _____ *Advanced Auditorium Sound System (additional cost) _____

*Basic Auditorium Lighting System _____ *Advanced Auditorium Lighting System (additional cost) _____
(depending on the specific need of Sound/Lights, 1 or more staff might be required)

Commons

Podium _____ P.A. _____

Library

Stadium

If additional setup in an area is required, please state—

Tables (how many) _____

Chairs (how many) _____

Other _____

Concession Stand

Classroom(s)

Please state specific room(s)

Loss or damage to equipment or facilities may incur charges

***Information:**

- 'Basic' Sound system is one microphone (or two) that will be turned on and off by the custodian that is on duty. The 'Advanced' system can have multiple microphones and music as well as a stage manager or student crew member to run the system.
- Lighting system — House lights will be the lighting on in the seating area. 'Basic' lights will be operated by the custodian on duty they will turn them on when you are ready to start and will shut them down once the program is finished. 'Advanced' lighting will be operated by the stage manager or crew member and can be adjusted to fit the needs of the program.
- The stage manager or crew members are paid for their time, please note this is an additional cost to the user. Contact the school's theatre directors for more information and to make arrangements to have staff on hand during the event.

Cleanup:

- Please check areas before leaving to make sure all belongings are picked up and area is clear.
- Groups not requiring custodial support are responsible for **cleanup** following the event. This includes taking trash out to dumpsters and checking all areas used for the event.
- In general, please leave the facilities the way that you found it. Thank you!

Use this space for any questions, additional needs, and/or to provide a drawing of set up: