

Pine Eagle School District 61

Code: **KG-AR**
Revised/Reviewed: 1/09/12; 3/09/15
Orig. Code(s): KG-AR

Community Use of District Facilities

- Initial Request
 Revised Request

Facility Use Application

All users of District 61 facilities must complete application

Date Submitted: _____

MUST BE COMPLETED BY APPLICANT

The undersigned, hereby makes application to use Pine Eagle School District facilities on behalf of:

Name of Organization or Individual: _____ for,

Describe activity: _____

Date: (if one day only) _____ Days of the week: _____

If continuous, **Beginning Date:** _____ **Ending Date:** _____

Hours: _____ AM PM To _____ AM PM

To be held: One time only Weekly Monthly More than one time per week

Approximate number of participants/spectators per day: Youth _____ Adult _____

Pine Eagle School District reserves the right to require the applicant to provide liability insurance coverage.
Applicant has current liability coverage? Yes No

ROOMS REQUESTED

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> LIBRARY | <input type="checkbox"/> GYM | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> LOBBY/RESTROOMS | <input type="checkbox"/> DRESSING ROOMS | |
| <input type="checkbox"/> CLASSROOM | <input type="checkbox"/> SHOWERS | |
| <input type="checkbox"/> CAFETERIA | <input type="checkbox"/> KITCHEN | |

SUPERVISOR

Person supervising facility use:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Business phone: _____ Cell phone: _____

TERMS AND CONDITIONS

I agree to be responsible for the conduct of the participants and spectators in and about the building and for any damage beyond ordinary wear and tear which may occur to school property incident to my occupancy and/or uses thereof, and I also hereby agree to defend, indemnify and hold harmless the Pine Eagle School District from any and all claims, loss, cost, or damage rising out of the use of the building covered by this application; and I further agree that the school property will be used in accordance with rules and regulations of the District School Board. Smoking, or the use of any drug, alcohol, or tobacco products, is prohibited on all Pine Eagle School District property including buildings and outdoor areas. The applicant agrees to adhere to the Federal and State OSHA Standard on Blood borne Pathogens.

Pine Eagle School District reserves the right to require the applicant to provide liability insurance which covers the applicant, the applicant's activities, and includes the Pine Eagle School District as an additional named insured. The applicant's insurance will be primary before the District's insurance coverage.

Food handling and preparation in Pine Eagle School District facilities must meet Health Department guidelines.

If the building is not to be used on the date requested, the school office must be notified at least 48 hours prior to the event.

Failure to pay all charges in full will result in denial of future uses.

Signature of Authorized Representative (required)

Date

FEE SCHEDULE WORKSHEET

Complete the following to determine fees. See Board policy KG to determine which groups are charged fees.

Labor Costs		Total Hours		Fee/Hour		Total Cost
Custodian (overtime)	2 hr. min.		x	\$23.78	=	
Cafeteria Worker (overtime)	2 hr. min.		x	\$19.08	=	
District Employee (open or close facility, supervision, etc.)	2 hr. min.		x	\$15.00	=	
Other	2 hr. min.		x		=	

TOTAL FEE \$ _____

TO BE COMPLETED BY SCHOOL

The following must be completed prior to entering application to Facilities Use Calendar:

- Completed Application is signed by applicant Fee has been paid (if necessary)

The school reserves the right to cancel this permit at any time.

- Approved** **Denied**

Signature of principal or superintendent (required)

Date

Total charges per Fee Schedule Worksheet \$ _____
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