



This permit authorizes the use of school facilities as listed. The person to whom this permit is issued agrees to accept responsibility for the care of the facility and the compliance with the USD 250 school board policy covering facility use by non-school groups. (Policy KG)

In order to process Facility Use Permit all information requested must be provided.

PLEASE INDICATE REQUEST:      District Vehicle    Hutchinson Field  
 Lakeside    George Nettels    Westside    Meadowlark    PCMS    PHS  
                   Staff Development Center    Bevan Education Center

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Admission Charged:  YES  NO

Specific Rooms(s)/Vehicle(s) Needed: \_\_\_\_\_

Special Needs: \_\_\_\_\_  
(microphones, lecterns, tables, etc.)

Purpose of Facility/Vehicle Usage: \_\_\_\_\_

Person to Whom Issued: \_\_\_\_\_

Address to send Invoice to: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICATION PROCESS**

1. Requester submits completed form to school to receive building approval.
2. School sends to the district office for approval.
3. District office contacts applicant to arrange payments.
4. Form returned to requested building.
5. After event school provides any necessary feedback to the district.

THIS SECTION IS FILLED OUT BY USD 250 STAFF

FACILITY/VEHICLE USE FEE \_\_\_\_\_

COMMENTS: \_\_\_\_\_

CUSTODIAN FEE \_\_\_\_\_

COMMENTS: \_\_\_\_\_

DEPOSIT \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

\*Payment is due when request is approved.

*Renters will be responsible for and will be required to reimburse the school district for any damage to district property as a result of using school facilities.*

**Insurance Required:**  YES  NO

A Certificate of Insurance in the minimum amount of \$500,000 naming **Pittsburg USD 250** as additionally insured must be provided. If your insurance specifies "Damage to Rented Premises" you must show a minimum \$500,000 for each occurrence. Pittsburg USD 250 does not assume any liability of accidents occurring to participants or other individuals during schedule events; nor does the District assume responsibility of equipment left on the premises by outside organizations.

This form must be signed by the person whom it is issued and presented by that person to the custodian on the date(s) shown. Please read all the provisions and guidelines related to this agreement.

I have read the FACILITY USE AGREEMENT and RULES and I agree that I will be responsible for full compliance with them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approval:  YES  NO

Comments: \_\_\_\_\_

Building Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

District Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**USD 250**  
**DISTRICT OFFICE**  
**PYMT RECEIVED**

AMT: \_\_\_\_\_  
DATE: \_\_\_\_\_

THE USD 250 EMERGENCY CONTACT DURING YOUR EVENT IS:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_