



Pittsburg Community Schools

Unified School District 250

DISTRICT-WIDE FACILITY USE PERMIT

This permit authorizes the use of the 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 school board policy covering facility use by nonschool groups. (Policy KG)

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

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

- 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 payment.
 4. Form returned to requested building.
 5. After event school provides any necessary feedback to district office.

Start Time: _____ End Time: _____
 Date(s) Needed: _____ Day of week: _____
 Estimated Attendance: _____ Admission Charged: Yes No
 Specific Room(s)/Vehicle(s) Needed: _____
 Special Needs: _____
 (Microphones, lecterns, tables, etc.)
 Purpose of Facility/Vehicle Usage: _____
 Person to Whom Issued: _____
 Address to send invoice to: (Required) _____
 Organization: _____
 Phone Number: (Required) _____ Email: (Required) _____

FACILITY/VEHICLE USE FEE _____ COMMENTS: _____
 CUSTODIAN FEE _____ COMMENTS: _____
 DEPOSIT _____
 *BALANCE DUE _____ *Payment is due when request is approved.

This Section filled out by USD 250 Staff

Renters will be responsible for and will be required to reimburse the school district for any damage to school 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 to 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: _____
 (Person completing the form)

Approval: Yes No
 Comments: _____
 Building Administrator Signature: _____ Date: _____
 District Administrator Signature: _____ Date: _____

USD 250 District Office
 PYMT RECEIVED
 Amt: _____
 Date: _____

THE USD 250 EMERGENCY CONTACT DURING YOUR EVENT IS:
 Name: _____ Phone: _____