

APPLICATION FOR USE OF SCHOOL FACILITIES
U.S.D. #298 LINCOLN
Lincoln, Kansas

Name of organization _____

Person responsible _____

Date requested (Single Use) _____ Time _____ To _____
(Example: From Sept. 1, 2015 to Feb. 1, 2016)

Time needed (beginning and ending) _____

What room? _____

For what purpose will the building be used? _____

Size of group? _____ Open or Closed meeting _____

REGULATIONS

1. There shall be no alcoholic beverages brought to or consumed in the building or on the grounds, nor will anyone under the influence be welcome.
2. Putting up decorations or scenery or moving pianos or other furniture is prohibited unless special permission is granted by the Superintendent. You must bring your own equipment.
3. Without special prearranged circumstances no property will be stored in the school building after a scheduled use of facilities.
4. Nothing shall be sold, given or exhibited and displayed without permission.
5. The applicant is held responsible for the preservation of law and order.
6. The Board of Education assumes no responsibility for properties left on the premises by the applicant.
7. All electrical equipment and arrangements shall be in charge and control of the Board of Education or its representatives.
8. School officials must have free access at all times.
9. Any damage or loss to school equipment or property shall remain the responsibility of the person(s) requesting facility use.
10. No facility will be available to any group on the day of a scheduled home major varsity sport, music or drama event.
11. The right to revoke a permit any time is reserved by the Board of Education or its representatives.
12. No reservation will be made until this application is returned and approved by the Superintendent of Schools.
13. Only the Board of Education may pay employees for services involving the use of school facilities.
14. All users must provide the following insurance prior to using facilities.
FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT:
 - a. The user hereby agrees to name USD 298 Lincoln as an unrestricted additional insured on the user's policy.
 - b. The policy naming USD 298 Lincoln as an additional insured shall:
 - Be an insurance policy from an A.M. Best rated "secured" State insurer, permitted to do business in Kansas;
 - Contain a 30 day notice of cancellation;
 - State that the organization's coverage shall be primary coverage for USD 298 Lincoln, its Board, employees and volunteers;

- Additional insured status shall be provided with ISO endorsement CG20 26 11 85 or its equivalent.
 - c. The user agrees to indemnify USD 298 Lincoln for any applicable deductibles.
 - d. Required Insurance:
 - Commercial General Liability Insurance, \$1,000,000 per occurrence/\$2,000,000 aggregate.
 - e. User acknowledges that failure to obtain such insurance on behalf of USD 298 Lincoln constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to USD 298 Lincoln. The user is to provide USD 298 Lincoln with a certificate of insurance, evidencing the above requirements have been met. The failure of USD 298 Lincoln to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by USD 298 Lincoln.
15. When gymnasiums are used by outside groups or organizations the district is not responsible for accident or injury to participants. The district may require that a custodian be on duty (paid for by user) for supervision and building lock-up. **No tape of any kind may be used on the gym floor.** Any damage done to gym facilities or equipment loss will be the full responsibility of the person(s) in charge of renting the facility. If the building is rented for gym use, participants are to stay out of all other areas of the building and remain only in the gymnasium.
16. When non-school groups use the kitchen a custodian will be on duty to supervise the use. A \$15.00 per hour charge in addition to rental fee will be assessed the user. The group scheduling the use of the kitchen is to plan and do the dishwashing and do other work tasks in the kitchen. All equipment and utensils used are to be returned to the proper place. The kitchen is to be left exactly the way it was found. No exceptions.
17. Local non-profit adult groups, from outside the school, may use school facilities according to the following schedule:
- a. Small group meeting (25 or less members and guests) \$25.00 plus pay for custodian on duty @ \$15.00 per hour.
 - b. Large group meeting (over 25 members and guests) \$50.00 plus pay for custodian on duty @ \$15.00 per hour.
18. A recommended time for closing is 10:00 p.m. In no case shall the building be open after that time for community use without pre-arranged permission from the Superintendent.
19. All dates for use of the school facilities must have been cleared through the Principal's office and Superintendent's office.
20. All fees for the use of facilities are to be paid through the Superintendent's office within 30 days after use and will be billed to the person requesting the building.
21. Application for use of facilities during the month must be made prior to the first Monday of the month.

22. Special limitations are as follows:

Approved _____ Yes
 _____ No

Signature of Applicant

Address

Telephone

Copy to District Office
Building Principal
Applicant

Signature of Superintendent

Reason for not approving: _____