

FACILITIES USE FORM  
USD 362 PRAIRIE VIEW  
13799 KS. Hwy 152  
LACYGNE, KS 66040

TODAY'S DATE: \_\_\_\_\_

NAME OF GROUP: \_\_\_\_\_

WHICH SCHOOL BUILDING: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_

LIST FACILITY NEEDED: \_\_\_\_\_

LIST HOURS NEEDED: \_\_\_\_\_

BUILDING EMPLOYEE SUPERVISING: \_\_\_\_\_

PURPOSE OF USE (SPORTS, DANCE, MEETING, ETC. ): \_\_\_\_\_

School Equipment to be used: (Chairs, tables, kitchen equip. etc.): \_\_\_\_\_

1. The use of the building and equipment must be consistent with the general objectives of education in the district.
2. An authorized representative of the group using the school facilities will be requested to sign a building permit indicating that all conditions for use of the building will be met. That authorized representative will be present at all times when his/her group is present in the facility and will be held accountable for the behavior of the group and any damages brought about to the facility as a result of their group. The group activity will be restricted only to the area requested and approved for use.
3. Groups using the building(s) must be personally supervised by a sufficient number of adult sponsors to insure orderly use of the building(s) and equipment.
4. A school custodian or employee **MUST BE ON DUTY**.
5. Use of intoxicants or tobacco will not be allowed in the buildings or stadiums at any time.
6. Any damage done to the building or equipment or any equipment taken from the building shall be paid for by the group using the facilities
7. If there is any setting up to do or anything special to be done, the persons responsible for use of the facility will need to contact the building principal and setup a time when this can be done.
8. As an authorized representative of the group requesting the use of the building, I hereby agree to the above conditions, and will accept the responsibility for seeing that our group complies with all district policies and regulations.
9. By signing this document below, I/We hereby release USD 362 Prairie View, its board members, administrators, teachers and agents from any liability, claims, damages, losses, expenses and/or judgments that may arise by me, my student and/or group during participation of the above activities(s). I/We agree to hold USD 362 Prairie View, its staff, board members, administrators, teachers and agents harmless from any liability, claims, damages, losses, expenses and/or judgments in connection with the attendance of the above-specified person as stated herein. I have read and will abide to the published general regulations and fee schedule.

\_\_\_\_\_  
Print name of person responsible for group

\_\_\_\_\_  
Fee for Facility Use (from second page)

\_\_\_\_\_  
Signature of person responsible for group

\_\_\_\_\_  
Employee Signature ( if applicable)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Building Principal Signature

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Superintendent's Signature

IF THERE ARE ANY CANCELLATIONS, CONTACT THE CENTRAL OFFICE AT 757-2677 SO YOU WILL NOT HAVE TO PAY THE FEES AND WE WILL NOT HAVE TO PAY FOR A CUSTODIAN.

**COPIES TO:** GROUP REQUESTING BUILDING  
CUSTODIAN  
SUPERINTENDENT  
COOK ( IF APPLICABLE)  
PRINCIPAL OF BUILDING  
ASSISTANT PRINCIPAL

BOBBY JOHNSON – MAINTENANCE  
BOARD CLERK If fees are involved

## USE OF SCHOOL FACILITIES PROCEDURES

School building and grounds represent a heavy investment by taxpayers of the local school district. It is the desire of the board of education that maximum use be made of the facilities under their jurisdiction for educational and recreational activities. To extend the privileges of using the facilities, the board of education finds it necessary to see compliance with its regulation governing the use of school buildings and facilities.

### General Regulations

1. A building use permit must be completed by the applicant. The superintendent or their designee will administer all facilities use requests. In the event this policy does not cover an unforeseen circumstance, the superintendent is authorized to assess specific arrangements and fees.
2. The building permit must be approved by the building administrator and the superintendent.
3. School activities take precedence for usage.
4. A deposit will be required if deemed necessary by the building administrator or the superintendent.
5. Groups who use the building will be responsible for all damages incurred during their time of use.
6. A minimum of 2 hours of overtime will be charged if school employees are required for any activity or for any follow-up activity, for any reason, even if they are not initially requested. In such an event, the payment of overtime will apply to any group even if rental fees are waived. It is imperative that any used part of the facility be returned in the condition in which it was first found if fees are not to be assessed.
7. For use of a kitchen, a kitchen employee shall be present at the user's expense when using kitchen appliances or equipment. The employee shall be paid at the overtime rate for a minimum of two hours. Overtime will not apply if a kitchen employee wants to volunteer to supervise such an activity.
8. USD employees who voluntarily agree to supervise groups shall not be paid for their services.
9. All groups using school facilities must abide by district and building rules.
10. Building employees may use the building for personal use with prior approval of their principal and the superintendent.
11. Outside groups are subject to their own risk and might consider purchasing insurance for liability coverage. Outside groups may contact the district office for insurance options which are endorsed by the Kansas Association of School Boards.
12. Commercial groups will be limited in the number of times they may use facilities.
13. The baseball/softball complex rental requires in addition to the fees listed below a charge for lights when used and the same employee charges as listed in # 7 above. The cost is less than two (2) hours no charge and more than two hours is \$10 per hour per field for every hour beyond the first two (2) hours.

### Fee Schedule

1. During the school year (except holidays) buildings may be used by local patrons (non-profit), without charge until 9:00 p.m. weekdays (except Fontana-5:30 p.m.) Exception is the PAC which will carry a charge for the facility and staff at the overtime rate with a minimum of two (2) hours. Local groups are defined as those who reside within the boundaries of USD 362.
2. Weekend use (Local Patrons)
  - a) Facilities may be used by local patrons (non-profit), without charge provided an employee of that building assumes responsibility and is on site during usage.
  - b) If a building employee is not on site, the group will be charged for time of custodian/cook at the overtime rate. (Two (2) hour minimum)
3. Profit Groups  
Local groups which charge a fee, take collections, etc. will be charged
  - a) Classroom, Computer Lab, Commons, Kitchen \$25 per area
  - b) Auxiliary Gym @ High School/Wrestling Room \$50
  - c) Elementary Gyms/Middle School Gym \$75
  - d) High School Gym \$250
  - e) PAC \$250
  - f) High School Ball Fields \$500
  - g) Concession stand in conjunction with field rental \$100
4. Commercial Groups  
Groups both local and non-local who derive personal income from the event to be held.  
Commercial groups in addition to the fee listed below will be charged custodian, cook, PAC staff and security fee when appropriate at the overtime rate with a minimum of two (2) hours.
  - a) Classroom, Computer Lab, Commons, Kitchen \$100
  - b) Auxiliary Gym @ High School/Wrestling Room \$200
  - c) Elementary Gyms/Middle School Gym \$300
  - d) High School Gym \$500
  - e) PAC \$500
  - f) High School Ball Field (per field max games/day) \$500
  - g) Concession stand in conjunction with field rental \$100
5. Summer Usage  
Summer usage may be restricted because of necessary maintenance. If approved, it will carry the same fees as listed above.
6. Extended Usage  
Extended usage will be evaluated on case by case bases as to whether it will cause a disruption in the mission of USD 362. Requested which are determined to cause a disruption or be detrimental to the mission of the district will not be approved.
7. Rental fees may be waived by the superintendent if the activity is focused specifically on:
  - a. The benefit of the youth
  - b. The benefit of staff

Amended August 20, 2015