

USD 210 Hugoton, Kansas
APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization _____

Person Responsible _____

Billing Address _____

Date Requested _____ Start Time (Set up) _____ End Time (Clean up) _____

For what purpose will the building be used? _____

Rooms Needed: _____

Equipment Needed: _____

Hugoton USD 210 facilities are public facilities whose primary purpose and use are to support the district's educational programs provided for the district's school age population. Thus, the district's programs are given priority in scheduling. There is no charge to school groups using school facilities.

The use of district's facilities to meet community needs is encouraged, within board policies and the regulations listed below. A graduate system of charges is established to cover some of the additional costs of utilities and staffing associated with the use of the facilities by outside groups and individuals.

Rental charges for the use of school facilities will be determined at the time reservations are made and may vary depending upon the facility needed and type of activity to take place. The District will require a fee sufficient to pay each necessary school employee required to be present during use of the facility. No facilities will be rented on District recognized holidays which include: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Forms must be turned in at least one week prior to use.

REGULATIONS

1. There will be no smoking or use of smokeless tobacco in USD 210 buildings on USD 210 property.
2. There shall be no alcoholic liquors or beverages, or any other form of control substance brought to or consumed in the building or on the grounds, nor will anyone under the influence of alcohol be welcome in the building.
3. Putting up decorations or scenery or moving pianos or other furniture is prohibited unless special permission is granted.
4. Under no circumstances shall scenery or other property be stored in the school building. The Board of Education assumes no responsibility for properties left on the premises by the applicant.
5. Nothing shall be sold, given, exhibited, or displayed without permission.

6. The applicant is held responsible for the appropriate behavior of their group.
7. Any use of unscheduled time or facilities used will be reported and billed to the user.
8. There is an extra charge for the use of any electrical, sound or technical equipment. **Only an employee of USD 210** is allowed to use the technical equipment.
9. A charge for utilities will be added if rooms need to be heated or cooled when the system would otherwise be turned off. In July and August a charge of \$50 per classroom and \$100 for larger areas such as the auditorium and commons area will be added for air-conditioning.
10. The applicant will be responsible for any electrical demand charges from the City of Hugoton due to their use of the electricity.
11. Use of any cooking equipment requires a kitchen staff member on site.
12. Custodians will generally be required to be on duty during facility use.
13. The Board of Education or its representatives must have free access to all rooms at all times.
14. No facility will be made available to any group on the day of a scheduled home major varsity sport, unless special permission is granted.
15. A recommended time for closing is 10:30 pm. In no case shall the building be open after that time for community use without prearranged permission from the Superintendent or Principal. No keys are to be given or loaned to any person other than building personnel.
16. The right to revoke a permit at any time is reserved by the Board of Education or its representatives.
17. No reservation will be made until this application is returned and approved by the Board of Education or its representatives.
18. Use confirmations are non-transferable. Facilities may not be sublet.
19. Only the BOE may pay employees for services involving the use of school facilities.
20. The auditorium, gymnasium, or any other room used by the applicant will be examined carefully after use and the applicant agrees to, promptly make good, any loss or damage occurring during applicant's use of said room or rooms.
21. Future rental privileges may be denied for serious violations of rental agreements (damages, poor supervision or poor event management) or failure to pay fees.
22. All dates for use of the school facilities must have been cleared through the Middle Schools principal's office and a copy of the form given to the Board Clerk.
23. All fees for the use of the building are to be paid through the Central Office located at 205 E. 6th Street.

I agree to the charges and conditions set forth in this agreement

Applicant (Sign and date) _____/____/____

APPROVED: _____ Yes _____ No (Reason) _____

Signature of Superintendent or Principal _____

Group 1

No Fees Assessed

1. School Groups and activities whose only function is to support the school's students and school sponsored activities.
2. Activities to benefit the district/school(s) with ALL net funds or benefits donated to the district/school(s) of USD 210.
3. Board of Education sponsored meetings and activities.
4. School PTA groups and related groups
5. School Booster Clubs
6. The Hugoton Recreation Commission

Group 2

No Basic Fees Assessed

Fees for utilities, custodial, kitchen staff or other fees may be added

1. Non profit groups such as community events for community wide worthy causes.
2. Raising money for a community project.
3. Fund raising benefits for events such as MD, American Heart Association, American Cancer Society, etc.
4. Money raising events for an individual with a special need such as medical, home loss, etc.

Group 3

Basic Fees Assessed

Fees for utilities, custodial, kitchen staff or other fees may be added

1. All social events, for example: family reunions, retirements and receptions.
2. Sporting events that are not school related.
3. Club meetings.
4. Fund raising events and all other profit making events.
5. All other organizations that do not qualify for Group 1 or 2.