

CENTRAL HEIGHTS SCHOOL

Unified School District 288
3521 Ellis Road
Richmond, KS 66080
785-869-1012

REQUEST TO USE FACILITIES FORM:

Big Gym Little Gym Commons Area Theater Kitchen Other

Please provide a copy of your liability insurance with the return of this agreement.

CAUTION: READ ALL OF THE AGREEMENT BEFORE SIGNING.

(Please complete the form and return to appropriate building principal office.)

Organization Requesting Facilities: _____

Contact Person: _____ Position in Organization: _____

Address: _____

Email: _____

Contact Phone: _____ 2nd Contact Phone: _____

Activity Date(s): _____ Time(s): _____

(One hour of custodial support at \$20 per hour for every three hours of usage of time is required)

Description of Activity: _____

I certify that I have read and understand the facility use guidelines which identifies my obligations as the responsible party.

Signature: _____ Date: _____

Requested space available: YES No Building Principal _____

Custodial deposit of \$20 if 3 hours or more reserved. YES No

Kitchen payment YES No

Request approved YES No Superintendent _____ Date: _____

FACILITY USAGE PROCEDURES

1. Request for the use of a school facility shall be approved in accordance with the administrative procedures of the district.
2. Request for the use of a facility shall be presented to the building principal for approval.
3. Any changes in a scheduled event shall be approved in advance by the superintendent/principal.
4. The activity shall not interfere with the normal use of the building/facility by school personnel or students, nor shall the use of the facility cause undue wear judged harmful to the facility.
5. No areas will be used where personal property is not properly secured.
6. Kitchen facilities shall not be used unless specifically requested. When kitchen is required, a member of the school cafeteria must be present at all times at the cost of \$20 per hour, and the kitchen must be left in a clear orderly condition. Kitchen supplies shall not be used.
7. Permission shall be obtained if furniture or equipment is to be moved, or if decorations or signs will be attached to walls, ceilings or fixtures. No alterations to the facilities are allowed.
8. The sponsor of an activity has direct responsibility for the safety, welfare and actions of the persons participating in the activity; for seeing that building regulations concerning the use of food, drinks, and tobacco are observed; and for damages to the building or equipment. The sponsor or qualified representative shall be present when the first participants are expected to arrive and remain until all have departed.
9. All fire safety codes and regulations shall be strictly followed and adhered at all times.
10. Failure to leave the facilities in the condition it was in or failure to use the facility in adherence to this policy shall result in denial of future request by the group or individual.
11. No unauthorized use of school equipment. The district is not responsible for non-school equipment and/or personal items.
12. No unauthorized use of other areas in the school buildings.
13. No high/middle school students should participate in any activity that could affect their amateur status pursuant to the rules and regulations as set forth by the KSHSAA.
14. Restrooms are to be left clean and cleared of all clothing and gear.
15. **No Smoking** on school property.

- 16. NO ALCOHOLIC BEVERAGES OR BEER** on or in the school property.
17. Lights are to be turned off in all restrooms, locker rooms and gymnasiums or area authorized for use.
18. Doors are to be locked.
19. The Lessee, its personal representatives, successors and assigns hereby releases and holds harmless the District from any damage, injuries or loss incurred by Lessee, its guest/invitees, during the time the occupancy is using the facility.