

SCHOOL DISTRICT OF NORTH CRAWFORD
REQUEST FOR USE OF FACILITIES AGREEMENT

Date of Use _____ Time of Use _____

Person Responsible During Event _____ Number of Hours _____

Name of Organization Represented _____

Address _____ Phone Number _____

Purpose of Use _____

Number of People Expected _____

Will there be an admission charge? Yes No If yes, how much? \$_____

Special Equipment Needs/Set Up Needs _____

Area Needed	Per-Day Facility Rental Charges
<input type="checkbox"/> Gymnasium <input type="checkbox"/> Small	\$50 plus Employee Charges
<input type="checkbox"/> Large	\$50 plus Employee Charges
<input type="checkbox"/> Performance Area	\$50 plus Employee Charges
<input type="checkbox"/> Other—List _____	

Are you requesting a waiver of rental charges? Yes No

Kitchen and/or Cafeteria	Per-Day Facility Rental Charges
Which area are you requesting : <input type="checkbox"/> Cafeteria <input type="checkbox"/> Kitchen <input type="checkbox"/> Both Areas	
<input type="checkbox"/> Cafeteria	\$50 plus Employee Charges if Applicable
<input type="checkbox"/> Kitchen used for preparing meals	\$50 plus Employee Charges
OR	
<input type="checkbox"/> Kitchen used for non-preparation of meals	\$15 Rental Charge
<small>(i.e. use of kitchen area, coolers, utensils or other non-preparation equipment)</small>	

Special Set-up or Equipment Needs: _____

Will **you** be serving a meal? _____ If yes, please provide specific information about your meal, set-up, equipment needs, etc. _____

A school employee must be on duty during rental of facilities. A regularly employed cook must be on duty in the food service area when it is used for food preparations. Renters will be charged regular hourly rate (overtime rate when applicable) plus benefit charges incurred by the district.

Charges for other building areas or by special athletic teams shall be determined and approved by the Board of Education.

CONTINUED ON OTHER SIDE.....

The person signing this Request for Use of Facilities Agreement, known hereafter as the "applicant," has read and agrees to the rules and regulations of the School District of North Crawford. In addition:

1. The applicant hereby agrees and undertakes to save and hold harmless the School District of North Crawford from any and all claims for damages, personal or otherwise, that may arise out of the use of the property, whether by a member of this organization or by other persons using or enjoying said property and without regard to whether the damage, personal or otherwise, is brought about or caused by negligence whether on the part of the representative, organization, the school district or all three.
2. The applicant is required to provide the School District of North Crawford with proof of liability insurance coverage for the single event or days involved, such coverage to specifically hold harmless this school district, its school board and its staff from any liability arising out of the use of this district's facilities, grounds and/or equipment. Such proof of insurance coverage shall be provided in advance of any use or permission to use. A \$25 penalty fee may be imposed if proof of insurance is not received prior to use of the facility.
3. The applicant will be responsible for and agrees to pay for damages done, exclusive of ordinary wear.
4. All forms of gambling are prohibited by district students, organizations, employees and others using the school name or facilities at any and all times. This regulation makes no exception to purpose for which such event is being conducted. Gambling is defined as: to play games of chance for money or other valuable stakes or prizes.
5. Non-school public dances, card parties, etc., are restricted.
6. Under no circumstances shall any form of illegal drugs, alcohol or firearms/weapons of any type be permitted in buildings or on school grounds.
7. The use of tobacco products is prohibited at all times on premises owned by, rented by or under the control of the school district.
8. The North Crawford School district shall not discriminate in the acceptance of this agreement on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established complaint procedures.

Signature of Applicant

Date

District Administrator: _____

Date: _____

Waiver Granted: Yes No

Route to: Superintendent

IT Coordinator

High School Principal

Maintenance Supervisor

Elementary Principal

Library/Media Specialist

Applicant

Food Service Director