

WEEPING WATER PUBLIC SCHOOLS APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Person/Organization Making Request: _____ Date: _____

Type of Organization and Type of Activity or Event

- _____ Event or activity that is designed to service students of the District or which is related to any function of the District, including approved school-community associations and school-affiliated non-profit groups. *Describe:* _____
- _____ Tax-supported agency such as educational entity or unit of city, county or state government. *Describe:* _____
- _____ Nonprofit community agency such as a private educational agency. *Describe:* _____
- _____ Group in which the majority of the members reside within the District. *Describe:* _____
- _____ Other. *Describe:* _____

Facilities Requested. Building: _____ Areas: _____

Dates & Times Requested:

Dates (From – To)	Time (From – To)	Repeating	# Wks.
_____	_____	Yes No	_____
_____	_____	Yes No	_____
_____	_____	Yes No	_____

Details of Use (Attach an additional explanation if needed)

Describe the Type of Activity or Event: _____

No. of Anticipated Users and Spectators: _____ Concessions/Food Served: Yes No Describe: _____

Set Up or Tear Down Required by District: _____

Type of Cleaning Required During and Afterwards: _____

Special Equipment to be Used (District & Organization): _____

Fees (To Be Completed by Superintendent or Designee)

Type	Amount
Processing	0.00
Access	0.00
Custodial	0.00
Kitchen	25.00
Special Equipment	0.00
Monitoring	0.00
Security	0.00
Total	\$25.00
Advance Deposit	\$0.00
Date Deposit Due	

Applicant shall procure, at its own expense, a Comprehensive General Liability insurance policy naming the District as an additional insured. This policy shall be written with a minimum of \$1,000,000 Combined Single Limit per occurrence. A Certificate of Insurance evidencing coverage must be submitted prior to the Applicant's use.

Insurance requirement waived: Yes No (for school official to complete)

Policy Compliance and Acceptance of Liability

This application is subject to the terms of the Board's "Community Use of School Facilities" policy. The terms and conditions of that policy are incorporated into this application by this reference. Applicant accepts all such terms and conditions.

We have read, understand and agree to abide by the policies, rules and conditions on the use of these facilities on this form and in Board Policy. We understand that we are accepting the use of the facility from the Weeping Water Public Schools with no assurances or guarantees relative to their condition. It shall be our responsibility to check the facility to see that it is safe for our intended use. We take full responsibility for the facilities while they are being used by our group and will make full restitution for any and all damages which may occur while our group is using the facility. We agree to indemnify and hold the school district harmless for any and all accidents and injuries to others or ourselves while we are using the facility regardless of the negligence of the school district or its personnel. We assume full responsibility and liability for any injuries.

Ken Heinz, Superintendent
Name, Position

Signature

Date

Name, Position

Signature

Date

Kitchen Use Checklist

- Pick up all garbage. Garbage should be disposed of in dumpster out back. The blue bins at the bottom of the dock are not meant for trash.
- All cardboard boxes should be thrown away in dumpster.
- Wipe down countertops.
- Be sure all sinks are drained and cleaned. Do not dump grease down the drains
- Any food left will be disposed of or used at the discretion of the kitchen staff unless other arrangements are made.
- Be sure all dishes are clean and put away.
- Sweep and mop if necessary.
- Do not add water to the steam table. It is not necessary and has no drain.
- Please turn off all appliances before you leave.
- Please leave the kitchen as you found it.

I understand the above rules and agree to follow them.

Signature

Date

Concession Stand Checklist

- Pick up all garbage. Garbage should be disposed of in dumpster out back. The blue bins at the bottom of the dock are not meant for trash.
- All cardboard boxes should be thrown away in dumpster.
- Wipe down countertops.
- Be sure the sink is drained and cleaned. Do not dump grease down the drains.
- Any food left will be disposed of or used at the discretion of the kitchen staff unless other arrangements are made.
- Be sure all dishes are clean and put away.
- Sweep and mop if necessary.
- Return and wash all kitchen utensils used to the kitchen.

I understand the above rules and agree to follow them.

Signature

Date