

Prairie City School District 4
RENTAL/FACILITIES USE REQUEST

Applicant: You must attach a certificate of liability insurance to this application.

Full name: _____ Organization name: _____

Address: _____
Street City State Zip

Home phone number: _____ Work phone number: _____

Billing address (if different than above): _____

Facility requested: _____

Room/Area requested: _____

Other equipment/facilities requested: _____

Please specify: Dates; day of week; time of day; and weekly/monthly.

Specify date	Day of week	From	To	Weekly/Monthly (indicate one)
Starts: _____ Ends: _____		_____ am/pm	_____ am/pm	

Purpose for which facility is to be used: _____

Admission charge or fee paid by participants or spectators: ☐ Yes ☐ No

Estimated number of participants: _____ Estimated number of spectators: _____

I have read the fees and charges information on the reverse side of this form and agree to be charged accordingly. I agree to be responsible for the safekeeping of the facilities used for this activity and for payment of all charges. I further agree that the district property will be used in accordance with the policy adopted by the Prairie City School District. Lessee hereby expressly covenants and agrees to indemnify lessor, its Board of directors, and all other of its officers against all claims and demands for damage for injury to any person or property occurring on the leased property or elsewhere, or any virtue of any act or thing done on the leased property or elsewhere either by the lessee or any other person. Users of district property shall comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination.

Signed: _____ Date: _____

Applicant: Liability Insurance is required. A Certificate of Liability Insurance must be provided prior to the use of the facility.

Proof of Insurance Provided: ☐ Yes ☐ No
Room Arrangement Discussed: ☐ Yes ☐ No
Date is Available: ☐ Yes ☐ No
Building Staff Assigned: ☐ Yes ☐ No
Equipment Available: ☐ Yes ☐ No

School Administrative Approval: _____ **Date:** _____

Priority (Class) I	School district activities
Priority (Class) II	Recreational and educational programs involving PCSD students
Priority (Class) III	Adult and nonstudent programs
Priority (Class) IV	Miscellaneous: Out-of-district organizations, for-profit organizations, income generating activities for individual or facilitator, etc.

General Rules

1. Groups will not be admitted until their scheduled time and the designated adult supervisor is present;
2. Non-school program use and access to district facilities is secondary to district maintenance schedule;
3. Equal opportunity will be given under the open forum concept and equal access laws for use of facilities with priority given to Priority I through Priority IV respectively;
4. Organizations using facilities need to have an adult supervisor. The district is not responsible for supervising students other than during normal school hours. A fee will be assessed if school staff has to supervise students;
5. Keys are not to be given by anyone to persons not on district staff inclusive of family members for their private use of facilities or unless approved by Facilities/Maintenance Manager;
6. The use of alcoholic beverages or illegal drugs in any form is prohibited and usage would mean future loss of opportunity to use facilities. Use of tobacco products is prohibited on school property;
7. Deposits are due at the time the use permit is approved. Billings are done at the close of the month and are due within 10 business days or interest will be assessed. Payments are to be made to the district;
8. A detailed copy of the district policy and administrative rule is available upon request to the district office;
9. All users of district facilities shall comply with all restrictions placed on the facility by the fire marshal;
10. All users of district facilities must comply with all federal and state regulations related to equal opportunity and discrimination;
11. Billing for custodial, maintenance or supervision may be required for use of facilities. Custodian and maintenance charges are to be assessed at 1.5 regular hourly rate plus respective benefits per hour and there is a three hour minimum. Billing for food personnel is 1.5 the regular hourly rate plus respective benefits per hour and there is a two hour minimum;
12. Users will be billed repair/replacement costs for damages incurred during use of facilities;
13. District may require the employment of a law enforcement officer. The rate is fixed by Grant County and is to be paid at the time the use permit is approved;
14. Deposit: The district reserves the right to ask for a deposit as a condition of rental/use in order to offset potential costs that may result as a consequence of the use of district equipment or facilities. Said deposit should be of reasonable amount based on the potential costs generated by the size of

event, the amount of room filed or equipment use, the use of utilities and electricity, trash removal and the potential for calling out employees after regular hours. Any costs generated by the approved use would be subtracted from the deposit amount and the balance, if any, would be returned to the applicants. If costs in excess of the deposit are incurred the lessee is responsible for their payment;

15. The district is to access additional fees for energy charges, water charges, custodial supplies, garbage collection or additional cleanup. Facilities will be rented without heat or cooling unless provisions for payment are made in advance;
16. Playing fields are rented "as is." If preparation work is required, labor and materials may be charged. The district's prior approval is required prior to any preparation work done on district fields;
17. Applicant is to order and pay for portable lavatory units. The district is not responsible for any damage done to portable lavatories;
18. Parking lot fees will not be assessed without district prior approval;
19. There will be no camping, open fires, vending, or RV camping on district property without the district's prior approval;
20. The district may assess a percentage of fundraising proceeds in lieu of fees for groups utilizing district property for fundraising for their group or organization;
21. Any dangerous weapon brought onto district premises, possessed, concealed, or used by an unauthorized individual will result in prosecution to the full extent of the law (federal and state) and the person being informed that they are not to trespass on district property.
22. No tape is to be placed on the gym floor.

FEES AND CHARGES

Usual fees - See Priority I - IV descriptions. Fees may apply even if not shown here:

	Class I and Class II*	Class III	Class IV (10%+)
Classrooms	NC	\$ 5.00/hour	\$10.00/hour
Computer Lab	NC	\$20.00/hour	\$40.00/hour
Science Lab	NC	\$15.00/hour	\$30.00/hour
Cafeteria/Kitchen	Staff	\$15.00/hour	\$40.00/hour
Library	NC	\$ 4.00/hour	\$10.00/hour
Old Gym	NC	\$25.00/hour	\$35.00/hour
Weight Room	NC	\$25.00/hour	\$35.00/hour
New Gym	NC	\$35.00/hour	\$50.00/hour
Football Field/Track	NC	\$20.00/hour	\$35.00/hour
Baseball Field	NC	\$20.00/hour	\$35.00/hour

Note: No keys will be issued. Fees may be waived if use (i.e., community weight room use) occurs during regular staff hours (5:00 a.m. until 11:00 p.m. Monday through Thursday) or if a staff member is present. Use during other times is subject to the fee scale.

* Fees may apply if admission or participation fee is assessed. District will recover utility costs.