

**U.S.D. 309**

**REQUEST FOR EQUIPMENT/FACILITY USE**

Note: Request must be approved by the building administrator prior to use of facility and/or equipment and is contingent upon facility availability and building schedules. District sponsored activities take priority over all other uses of facilities and/or equipment and your activity may have to be rescheduled.

Facility/Equipment Requested for Use: \_\_\_\_\_

Date or Dates Requested: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Special Equipment Requested: \_\_\_\_\_

\_\_\_\_\_ Deposit Amount Paid \_\_\_\_\_

Description of Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated # of Participants: \_\_\_\_\_

By signature below, I agree to assume personal responsibility for the conduct of all individuals participating in the activity. I also assume personal financial responsibility for all damages to district facilities or equipment that might be damaged as a result of the activity above. Tobacco and/or use of alcoholic beverages or illegal drugs is prohibited in all district facilities.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\*\*\*\*\*

Office Use:

1. Building administrator shall indicate appropriate fee on back of form.
2. Building administrator may assign school employee for supervision.
3. Total fee collected: \_\_\_\_\_ \$\_\_\_\_\_
4. Check here if request to use facilities/equipment was denied. \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Contact Phone Number: Kristi Rohling – 931-7276

OVER

OVER

**Facility/Equipment**

1. The building administrator shall have final authority on all uses of the facility and/or the equipment requested. A school employee may be assigned to be on duty at the discretion of the building administrator.
2. Individuals/Groups sponsoring activities or events that involve admission fees or donations shall be charged **\$30 per hour**, not to exceed \$300.00/day. A Certificate of insurance shall be required:

**CERTIFICATE OF INSURANCE:** A certificate of insurance must be issued to Nickerson USD 309, showing the USER has coverage under Commercial General Liability, with minimum limits of \$500,000. Nickerson USD 309 must be added to the USER’s policy as an **ADDITIONAL NAMED INSURED**. Coverage must include all contract dates of the rental agreement and should be received by Nickerson USD 309 prior to contract dates. The insurance company providing the coverage must be approved by and in good standing with the Insurance Department of the State of Kansas.

**LIABILITY:** It is hereby specifically understood and mutually agreed that Nickerson USD 309 shall not in any way be liable for any personal injury or property damage that may occur from any cause whatsoever through the fulfillment of this agreement.

Fee Schedule:

Description of Activity or Event	Charge	Cost to User
Nonprofit groups from within U.S.D. 309.	<b>No charge</b>	
Nonprofit groups from outside U.S.D. 309.	<b>\$15.00/hour</b> 1 hour minimum	
Racquetball court.	<b>\$5.00/hour</b> non-district resident	
Activity or event that involves district students being charged a fee that will result in a monetary gain for an individual or organization <b>may</b> be assessed a daily fee.	<b>\$25.00/day</b>	
Educational institution courtesy. (Short-term activity such as use of gym for practice, professional meetings, etc.)	<b>No charge</b>	
Activities or events (excluding private enterprise) in which a <b>district employee or board member</b> is a member group and will agree to supervise the activity or event.	<b>No charge</b>	
Custodial Fee (administrator discretion)	<b>\$15.00/hour</b>	
Supervision Fee (administrative discretion)	<b>\$15.00/hour</b>	
Total Estimated Cost to User		

Definitions:

1. Item #2 refers to private enterprise. (Individual, business, or group.)
2. Nonprofit groups/activities refers to the activity held in the district facility. The group may be a “for profit” group, but if the activity does not generate money, it would be considered “nonprofit”.
3. A “309 group” is defined as a group in which participants reside in U.S.D. 309.
4. “Educational institution” is defined as the educational institution itself and affiliated subsidiary organizations. (Booster clubs, parent groups, etc.)
5. When an activity or event fee is charged as a result of the individual or organization gaining monetarily, that fee will be deposited in the corresponding activity in the building’s activity fund.

\_\_\_\_\_  
Building Administrator

\_\_\_\_\_  
Requester Signature