



# Idalia School District RJ-3

## FACILITY USE FORM

### USER INFORMATION

Request Date: \_\_\_\_\_

Date (s) Needed: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Name of Group: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Activity Start Time: \_\_\_\_\_ Activity End Time: \_\_\_\_\_

### FACILITY/SETUP

**Facility Area Requested:** (Please circle)

Cafeteria      Commons Area      Concession Stand      Gym      Kitchen

**Set-up Required:** (Please circle)

Bleachers      Sound System      Stage      Other: \_\_\_\_\_

### FEE REQUIRED

**Facility Fees:** (Note – Additional Fees for services/key fobs/unlock-lock may apply.)

All fees are per day or per activity. All fees may be waived with administrator approval.

- Deposit: \$25.00 (fully refundable if key fob is returned and facility is in original condition after event)
- Facility Use: \$25.00 (non-refundable)

**Set-up Fees:** All fees are per day or per activity. All fees may be waived with administrator approval.

- Set-up fee: \$20.00 (non-refundable)
- Unlock/Lock: \$20.00 (non-refundable) (This fee applies if the custodial staff unlock/lock facility for the planned activity.)

**Total Fees:**

- Facility Use Fee      \$25.00 \_\_\_\_\_
- Set-up Fee      \_\_\_\_\_
- Deposit      \$25.00 \_\_\_\_\_
- Total      \_\_\_\_\_

**Make check payable to Idalia School District RJ-3**

**IMPORTANT USER INFORMATION**

- First come/first served on all facilities with all school related functions receiving highest priority.
- Any damages or cleaning will be assessed to the user. Deposit may be forfeited if the facility is not returned to the state in which the facility was received. Deposit will not be prorated but surrendered in full for any unclean conditions.
- Please remove all trash and flush all toilets at the end of the activity.
- Please make sure all lights are off at the end of the activity.
- Please make sure all doors are locked and secured at the end of the activity.
- Return the key/fob within 24 hours of facility use.
- Smoking is not permitted on District premises. Anyone using school facilities accept responsibility for enforcement of this rule.
- Use of the District facilities, equipment and services shall be restricted to those spaces and times specifically set forth in this form.
- The District reserves the right to cancel, upon short notice, any meeting or activity.

The applicant, renter, organization shall indemnify to the extent permitted by law, defend and save harmless Idalia School district RJ-3 ,its Board of Education, its officers, agents, servants and employees from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney’s fees, for bodily injury, sickness, disease or death sustained by any person or persons, or injury, damage to, destruction or loss of any property, directly or indirectly arising out of or relating to, or in connection with the applicant, renter, organization’s use of the Idalia Public Schools pursuant to this agreement.

The renter shall procure and maintain at its sole cost and expense, comprehensive general liability insurance in which Idalia School District RJ-3 is an additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate, and renter shall furnish evidence with a certificate of insurance prior to the activity.

It is agreed the policies and procedures adopted by the Board of Education for use of school buildings and provided to all renters in advance will be rigidly enforced.

The applicant personally accepts the responsibility for payment of bills and that all rules, regulations and procedures pertaining to the use of the property are observed.

\_\_\_\_\_  
Applicant Signature and Date

\_\_\_\_\_  
Administrator Signature and Date

**OFFICE USE ONLY**

**Received by:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Amount Received \$** \_\_\_\_\_ **Check #** \_\_\_\_\_

**FOB #** \_\_\_\_\_ **School Parties effected Notified** \_\_\_\_\_

**FOB Return Date:** \_\_\_\_\_ **Deposit Returned Date:** \_\_\_\_\_