

Today's Date: _____

(request to be made one week prior to use)

REQUEST FOR USE OF SCHOOL FACILITIES

SECTION A - All requests will originate in the office of the building principal of the facility to be used.

1. Name of organization & person making request: _____
Please be specific with organization name if there is one.
2. Contact person: _____ Phone No. _____
Address: _____
Street _____ City _____ State _____
Email Address: _____
3. Specific use of the facility: _____
Eg. - Youth team basketball, dance club, etc.
4. Status of group using facility: (mark all that apply)

<input type="checkbox"/> Non profit group	<input type="checkbox"/> Youth team practice
<input type="checkbox"/> For profit group	<input type="checkbox"/> Church activity
<input type="checkbox"/> School activity	<input type="checkbox"/> City/county activity
<input type="checkbox"/> Adult activity	<input type="checkbox"/> Youth traveling team tournament
<input type="checkbox"/> School fund raising activity	<input type="checkbox"/> Other
5. Facility requested:
1. SCHOOL _____
2. ROOM(s) _____
3. OTHER _____
6. SPECIAL INSTRUCTIONS: (List all special needs such as tables, chairs, etc.)
Use of Central High School or South High School Auditoriums requires completion of an additional request form available at the school.
7. Date facility is to be used: _____ / _____ / _____
Day of week _____ Month _____ Date _____ Year _____ Additional days (if any) _____
8. Open time: _____ Close time: _____

Information:

■ Salina Unified School District 305 is pleased to extend to you the use of their wonderful educational facilities. We trust you will enjoy and appreciate the use of these facilities. We ask that you treat the facilities with respect and care while using them. Tobacco, alcohol, or weapons are not allowed on any school properties. It is also requested you limit your use of the facility to the areas you have designated on your request.

■ Salina Public Schools USD 305 may require that any individual, group or organization utilizing District facilities (Facility User) be covered by insurance. If such insurance is required, a certificate of insurance evidencing general or personal liability insurance currently in force must be filed with the District prior to the event. Liability insurance, if required, must be for a minimum of \$1,000,000. Such evidence of insurance must list Salina Public Schools USD 305, P.O. Box 797, Salina, KS 67402-0797 as the certificate holder and provide ten (10) day advance written notice in the event of cancellation or material change in coverage. Insurance requirements will be determined on a case by case basis depending on the circumstances surrounding the intended use of the Facility. Facility User hereby agrees to indemnify, defend and hold harmless Salina Public Schools 305, its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses that may arise during or be caused in any way by such occupancy or use of facilities. Facility User shall have received any and all permission or license(s) as may be required to perform or use any protected materials in its use of the Facility. Facility User agrees to protect and save harmless Salina Public Schools USD 305, its elected officials, employees and agents from and against any and all claims, penalties, and/or damages which may accrue as a result of Facility User's failure to comply with this requirement. Facility User also agrees to notify all parents, students. Spectators and anyone else who comes on or around the Facility during Facility User's activity, that they do so at their own risk and the school district is not liable or responsible for any injury or accident occurring as a result of the Facility User's rental of the Facility.

■ Typically, janitorial staff is on duty Monday through Friday. Janitorial staff is not on duty for non-school sponsored events hosted on weekends or holidays unless requested by the reserving group. Additional charges may apply for weekend/holiday support. If you experience problems with the facility, please notify the custodian or certified staff on duty.

■ Facility requests for summer use of gyms, swimming pool, and softball fields will not be acted on until April 1st.

Office Use

SECTION B - To be completed by building administrator.

1. School employee(s) responsible for supervision of facility: _____
(May be certified staff or custodian of the host building)
2. Overtime will be needed for custodial support: ☐ Yes ☐ No
3. Facilities request approved by: _____
Building Administrator

SECTION C - Following approval by the building administrator, all requests will be sent to the Operations Department for final calculation of applicable charges for use.

1. Formal contract required ☐ Yes ☐ No
Liability insurance coverage required ☐ Yes ☐ No
2. Approved by Director of Operations _____
3. Routing distribution following Director of Operations approval:

<input type="checkbox"/> Requestor	<input type="checkbox"/> Building Principal/Director
<input type="checkbox"/> Operations Dept. File	<input type="checkbox"/> Business Office
<input type="checkbox"/> Building Operator	

Building operator use:

Event Held ☐ Yes ☐ No
Custodial Hours ☐ Flex Time ☐ Comp Time ☐ Overtime

Business office use:

Date Payment Received _____
Amount: \$ _____

Contact and Payment Information

Unified School District 305 Operations Department
P.O. Box 797
1511 Gypsum
Salina, KS 67402-0797 Telephone: 785-309-4710

Summary of Fees:

Facility use charges:
_____ per hour X _____ hours= _____
_____ per hour X _____ hours= _____
_____ per hour X _____ hours= _____

Custodial support or supervision:
\$30.00 per hour X _____ hours= _____
Total use charges: \$ _____