

FACILITY USAGE REQUEST FORM

Spring Hill Unified School District No. 230

Date: _____

This request for school facilities is subject to the conditions stated on the following page.

	<i>1st Choice</i>	<i>2nd Choice</i>	<i>3rd Choice</i>
School:	_____	_____	_____
Room/Field:	_____	_____	_____
Date:	_____	_____	_____
Time Range:	Begin: _____ End: _____	Begin: _____ End: _____	Begin: _____ End: _____

Group or Organization

Name: _____ Daytime Phone: _____
 e-mail address: _____ Fax _____
 Address: _____ City _____ Zip _____
(please note different billing address at bottom of page)

Activity/Purpose

Estimated Attendance (required) _____ Equipment Requested _____

Please indicate yes or no:

Custodian: YES _____ NO _____ Food Service Employee: YES _____ NO _____
 Technology Staff YES _____ NO _____ Performing Arts Supv. YES _____ NO _____

Please check appropriate blank:

Not-for-Profit YES _____ NO _____ Not-For-Profit Number _____
 Profit YES _____ NO _____

Please check all items that will be needed for your event:

Table (# _____)
 Chairs (# _____)
 Microphone
 Sound System
 Computer(# _____)
 Internet connection
 LCD Projector
 Piano
(requires use of district computer)
 Other (please be specific): _____

Note: The above named group, person, or organization agrees to indemnify and hold harmless Spring Hill School District #230, its officers, agents, servants and employees from any and all liability of whatever kind or nature resulting from damage or injury to any person or property which occurs while such person, group, or organization is occupying or using school facilities or property. The School District may require organizations to provide proof of liability insurance coverage for certain types of high-risk activities held on school property.

District reserves the right to cancel outside facility usage if needed at any time. The persons shown on this request must sign this form. By your signature you accept responsibility for all provisions listed on the back.

Estimated Total Costs	
Area	\$
Custodian	\$
Food Serv	\$
Technician	\$
Lights	\$
Press Box	\$
Piano	\$
Equip	\$
Est Total	\$

Complete and return at least **10 days prior to request date** to:

Spring Hill Unified School District No. 230
Facilities Coordinator
101 E. South Street, Spring Hill, Kansas 66083 913-592-7263

Date: _____ Signed: _____

Different Billing Address: _____

	APPROVED
BY:	_____
	DISAPPROVED
BY:	_____

General Guidelines:

1. A completed Building Usage Request form must be submitted to the Spring Hill School District at least 10 days prior to the requested rental date.
2. The renter must notify the facility scheduling office of a cancellation at least 10 days prior to the scheduled event. Otherwise, charges will be assessed.
3. Rental fees are based on the type of facility requested, services required, and organization category. Fees are due within 30 days after completion of the scheduled events(s). Custodians may be assigned to an event depending upon the date and time of the event and the number in attendance. A thirty-minute set-up and a thirty-minute clean-up time will be added to each event to which a custodian is assigned.
4. Custodians have the right to refuse the performance of additional duties not originally identified by the renter, if the custodian has a physical limitation that prohibits the performance of that task.
5. In the event of a late arrival or "no show", all assigned Spring Hill staff will wait one hour before vacating the premises. The renter will be charged a minimum of 2 hours per custodian assigned and other related costs.
6. The use of alcoholic beverages and smoking is not permitted in any Spring Hill District facility. Food and beverages (other than water) are not allowed in any auditorium or gymnasium.
7. The use of open flames is not permitted in any Spring Hill School District Facility. There may be limited exceptions based on individual city permit.
8. The permit holder is responsible for the appropriate behavior of his/her group during scheduled events.
9. No outdoor sports, such as baseball, football, softball or soccer are allowed inside buildings.
10. The renter must confine their group to the rooms and corridors assigned for their use, and to the permitted times. Any use of unscheduled time or facilities used will be reported and billed to the renter.
11. Renters must abide by all traffic rules posed on District property.
12. Spring Hill School District facilities will not be rented on the following holidays: Labor Day, Thanksgiving Break, Thanksgiving Weekend, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr.'s Holiday, Presidents' Day Holiday, Memorial Day, Independence Day Legal Holiday, Independence Day.
13. Facilities will be rented during spring and winter break pending custodial availability.
14. All signs or banners advertising services or products must be approved in advance by the District. The District reserves the right to remove, or order the removal of, any signs which conflict with other contractual obligations of the District.
15. Failure to pay fees or comply with District guidelines may result in the denial of future rentals.
16. Rental confirmations are non-transferable. Facilities may not be sublet.
17. The district does not discriminate against individuals, including its employees, on the basis of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, or disability. It complies with all applicable laws and regulations prohibiting such discrimination and expects the Permit Holder to comply with these laws and regulations as well.

Custodial

If custodial fees are required, they will be billed at the rate on the facility rate schedule per custodian. Custodians may

be assigned to an event depending upon the date and time of the event and the number in attendance. Additional custodial charges may be applied by the District for extra cleanup, setup, or labor associated with facility use. Custodial fees will be billed double time on holidays.

Technology Staff

If technology staff is required, they will be billed at the rate on the facility rate schedule per technology staff or performing Arts Supervisor/Technician. Technology Staff may be assigned to an event depending upon the date and time of the event and the number in attendance. Additional charges may be applied by the District for extra setup, or labor associated with facility use. Technology Staff fees will be billed double time on holidays.

Kitchen Use

Spring Hill School District kitchens may only be used if a food service manager is on site. The Spring Hill Food Service Department handles the scheduling and billing of food service managers. Renters requiring kitchen use must contact the Food Services Department at 592-7226 to make arrangements for their event.

Liability

- Renters will be responsible for and will be required to reimburse the school district for any damage to the school district property as a result of using school facilities. A Certificate of Insurance in the amount of \$500,000 naming the Spring Hill School District as additionally insured must be provided for all indoor athletic events. If your insurance specifies "Damage to Rented Premises" you must show \$500,000 for each occurrence. In general, liability insurance is not required for outdoor events but there are certain outdoor activities for which liability insurance will be required. Renters must pay for any damage to district property incurred during their rental. The Spring Hill School District does not assume any liability of accidents occurring to participants or other individuals during schedule events; nor does the District assume responsibility of equipment left on the premises by outside organizations.
- If food is prepared or served on school district premises, a certificate of insurance can be issued by the renter or the caterer.
- If carnival or amusement rides are offered on any School District premises, the renter or the owner of the rides is required to provide a Certificate of Insurance evidencing a minimum \$500,000 liability insurance policy which names Spring Hill School District #230 as an additionally insured.
- PTO's are not required to provide liability insurance. However, in the event the School District is exposed to any liability as the result of a PTO event on School District premises, the School District reserves the right to require liability insurance for future use of School District facilities.

Weather

In the event the school is cancelled due to inclement weather, all rentals are cancelled. In addition, if the school closing date is a Friday, the permits on Saturday will resume as scheduled, weather permitting.

In case of inclement weather, the permit holder will be responsible for all custodial charges associated with the snow/ice removal and extra custodial labor associated with cleaning of floors at the conclusion of the event.