

**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:

- SCHOOL \_\_\_\_\_
- ROOM(s) \_\_\_\_\_
- 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 1<sup>st</sup>.

**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:  
 Requestor  Building Principal/Director  
 Operations Dept. File  Business Office  
 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: \$ \_\_\_\_\_