

APPLICATION FOR USE OF SCHOOL FACILITIES  
LINDEN COMMUNITY SCHOOLS  
FACILITY USE CONTRACT

Please complete and return this contract to the Linden Community Education Department **10 days prior to scheduled event**. A permit will be issued upon approval of the application. Please have this permit with you at all times during your allotted dates and times in your assigned rented facility. A deposit may be required to secure the facility.

Name of Organization or Group \_\_\_\_\_ Date of Application \_\_\_\_\_

Supervisor /Contact Person \_\_\_\_\_ Email address \_\_\_\_\_

Mailing address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

School District \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_

Event \_\_\_\_\_

Building and Room \_\_\_\_\_

Approximate number of participants' \_\_\_\_\_ Food and/or beverages served \_\_\_yes \_\_\_no  
(If your group has more than 25 participants, we encourage at least two adult supervisors)

Special Equipment requested \_\_\_\_\_

List date(s) requested \_\_\_\_\_

Set up time if needed \_\_\_\_\_ Start time of event \_\_\_\_\_ End time \_\_\_\_\_

By signing this Facility Use Contract, you understand that by reserving any district facility you and/or your group is responsible for any damage that may be caused during your time in the facility. You and/or your group may also be obligated to pay for any custodial or facility charges if applicable. In addition, the User(s) undertakes and agrees to indemnify and hold harmless the school, school board, school board elected and appointed officials, administrators, principals, teachers and all other school employees, volunteers and/or representatives and all persons and bodies corporate acting for or on behalf of them, against liability, claims, demands, actions, suits, damages, proceedings, cost and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damages to property) for which they may be or become liable directly or indirectly arising out of the use of Linden School district premises by the User(s) relating to the use of the Linden School District premises or for such amounts as may not be payable under any such insurance policy.

**I have received and read a copy of the Facility Use Rules and Regulations and fully understand and will adhere to them. I also have been informed of the availability and location of an AED (Automated External Defibrillator) in each building. \_\_\_\_\_ (please initial)**

Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<u>For Office Use Only</u>			
Rcvd. By _____	DynaCal _____	Permit Issued _____	Deposit paid _____
Billable _____	Custodian Request Needed _____		

Dear Applicant,

The rental process for the use of school facilities is handled through the Linden Community Education office and requires the completion of an application *ten (10) days prior to your event*. After authorization of your request you will receive a permit. Please carry it with you at all times while you are in your assigned building. If you do not have this permit, the building custodian is under no obligation to allow you access to the facility.

**CANCELLATIONS AND SCHOOL CLOSING:**

To avoid being charged for unused time, please call us a minimum of 48 hours before your event. If we are not available, please leave your name, the facility you are using and the time. Otherwise, you could be charged. In the event that Linden Community Schools are closed for any reason, please be advised that the buildings will be closed for the remainder of that day. All activities are cancelled when schools are closed.

**BUILDING USE RULES AND REGULATIONS**

1. **ALL CHILDREN** must be supervised **AT ALL TIMES** by an adult. Children are not to be dropped off, they must be escorted to the appropriate area of the building. This applies to participants, spectators and siblings. **NO CHILD IS TO BE LEFT UNATTENDED FOR ANY REASON.**
2. Permit holders and coaches are responsible for the actions of their participants and spectators.
3. When in the building, please stay in your assigned area. Please make sure children are not running in hallways or in other parts of the building.
4. The start time on your permit is when you can enter the assigned area and the end time is when you are to exit.
5. When renting a classroom, please be respectful of the teacher's desk area, do not disturb messages left on blackboards/whiteboards and do not use any school supplies or equipment without permission.
6. Only clean tennis shoes are permitted in the gym.
7. Park only in designated areas. This does not include grassy areas around buildings or fields.
8. If using any outside areas, you are responsible for picking up all of your trash.
9. Tobacco, alcohol and illegal drugs are not allowed in facilities or on grounds. Profanity will not be tolerated.
10. There may be a time when your request may have to be canceled. School-sponsored activities have priority, Community Educations programs have second priority, and all other events have third priority. You will be notified in advance when possible and accommodations in another facility will be provided if available.
11. Use of the kitchen facilities requires a kitchen staff member employed by Linden Schools to be in attendance at all times. This requires additional fees.
12. Use of facilities that occur outside of normal custodial hours of operation will require additional fees.
13. A 50% deposit is required for fees exceeding \$100.
14. All rentals, equipment and kitchen fees are subject to change without notice.
15. No pets are permitted inside any buildings or on school grounds and fields.
16. Please leave the area in as good or better condition that you found it. Be kind, be polite, be safe and enjoy. Failure to operate within these guidelines may lead to removal from the facility and denial of future facility requests.
17. Failure to pay for your facility will result in denial of future use of any Linden Community School facility.
18. AEDs are available in all school buildings. A map indicating the placement of the AED in your facility will accompany your building permit.