

# COLUMBIA SCHOOL DISTRICT #400 APPLICATION FOR USE OF SCHOOL FACILITIES

Please submit at least 2 weeks prior to dates desired.

GROUP MAKING REQUEST: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_

RESPONSIBLE PERSON/AGENT: \_\_\_\_\_ 1st PHONE \_\_\_\_\_ 2nd PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PURPOSE OF USE \_\_\_\_\_ EMAIL: \_\_\_\_\_

BUILDING REQUESTED \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

FACILITIES REQUESTED: \_\_\_\_\_ GYM \_\_\_\_\_ CLASSROOM(S) \_\_\_\_\_ KITCHEN \_\_\_\_\_ BOARD ROOM

\_\_\_\_\_ ATHLETIC FIELD \_\_\_\_\_ COMMONS \_\_\_\_\_ RESTROOMS \_\_\_\_\_ LIBRARY \_\_\_\_\_ AUDITORIUM

\_\_\_\_\_ OTHER ~ please describe \_\_\_\_\_

TIME EVENT STARTS: \_\_\_\_\_ AM/PM EVENT ENDS: \_\_\_\_\_ MAIN EXTERIOR DOORS OPEN: \_\_\_\_\_

AUDITORIUM DOORS OPEN: \_\_\_\_\_ AM/PM AUDITORIUM REHEARSAL DATES/TIMES \_\_\_\_\_

EQUIPMENT REQUESTED AND HOW MANY (IE: CHAIRS, TABLES, PUBLIC ADDRESS SYSTEM, AUDIO VISUAL EQUIPMENT): \_\_\_\_\_

OTHER CONDITIONS OR SERVICES REQUESTED: \_\_\_\_\_

PERSON IN CHARGE OF SUPERVISION: \_\_\_\_\_

THE RESPONSIBLE PERSON/AGENT LISTED ABOVE HAS READ AND AGREES TO THE RULES AND REGULATIONS LISTED ON BACK OF FORM.



\_\_\_\_\_  
**SIGNATURE OF RESPONSIBLE PERSON/AGENT**

## HOLD HARMLESS AND INSURANCE CLAUSES FOR RENTAL/LEASE AGREEMENT FOR THE USE OF SCHOOL FACILITIES

(Special insurance requirements, if applicable)

The Renter/Lessee agrees to indemnify and hold harmless Columbia School District #400, its appointed and elected officials and employees while acting within the scope of their duties as such, from and against all claims, demands, loss, liability of any kind and character, including costs of defense, arising out of or in any way connected with the Renter's/Lessee's use of the school facilities specified in this agreement.

This form should be signed and returned to the Superintendent's Office, Columbia School District #400 prior to any use by the Renter/Lessee of school facilities covered by this agreement.



\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
Facility

\_\_\_\_\_  
Date(s) of Use

### TO BE COMPLETED BY SCHOOL DISTRICT

FEES FOR USE OF FACILITY (IF APPLICABLE): \_\_\_\_\_

*PLEASE PRESENT COPY OF FACILITY USE TO DEBBIE IF RENTAL FEE IS APPLIED*

SIGNED: \_\_\_\_\_ SUPERINTENDENT/DESIGNEE

WHITE-Building Principal    YELLOW-Building Custodian    PINK-District Office    GOLD- Applicant

## **REGULATIONS: PLEASE READ BEFORE SIGNING AND SUBMITTING APPLICATION**

1. **There is to be NO SMOKING on school grounds or in school buildings. This includes the areas outside of entrances and the parking lot.**
2. There is to be NO FIREARMS or WEAPONS OF ANY KIND on school grounds or in school buildings
3. There is to be NO ALCOHOL or ILLEGAL DRUGS on school grounds or in school facilities.
4. If a key or key fob is issued, applicant must return the key/fob within 10 business days. If key or fob are not returned the applicant may be invoiced for the cost of rekeying facility or \$10 for key fob replacement.
5. There is to be NO FOOD allowed except in specified areas.
6. There are NO SKATEBOARDS, ROLLER BLADES OR ROLLER SHOES allowed in the school facilities including the outside entrance and steps.
7. The local Fire Department and Sheriff's Department are to be notified by applicant if large crowds are expected.
8. Applicant is responsible to the Board of Education for the supervision, use and care of school property, and that the character and nature of the activity comply with school board regulations and rules.
9. The school district reserves the right to require a fee for the use of any facility in advance.
10. If someone is required to unlock and lock facility there may be a fee. (Two hour minimum.)
11. Applicant is responsible for leaving the facility clean and ready to use the next school day or will pay for the cleaning of such facility.
12. Applicant is responsible for any damage to facility and/or contents. Applicant will reimburse the district for any repair/replacement of district facility or contents.