

REQUEST TO USE USD 368 DISTRICT FACILITIES

(This form must be returned within a minimum of 14 days prior to usage date)

FACILITY

Paola High School
 Paola Middle School
 Sunflower Elementary
 Cottonwood Elementary
 Adult Education
 Central Services

AREA OF FACILITY DESIRED

Gymnasium
 Auxiliary Gym
 Auditorium
 Varsity Baseball Field
 JV Baseball Field
 Classroom
 Kitchen
 Full Use
 Limited Use

Commons Area
 Concession Stand
 Football Field
 Varsity Softball Field
 JV Softball Field
 Band/Vocal Room
 Multi-Purpose Room
 Other Areas – List below _____

Name of Group _____ Individual Making Request _____
 (This person will be responsible for the group and will assume responsibility for any damages that may occur.)

Activity _____ Number in Group _____ Do you live in USD 368? _____

Address _____ Is attendance limited to membership of group? _____

Estimated number of total people in attendance? _____

Is this a profit-making event? _____

E-Mail _____ Age Range of Participants _____

Day Time Phone # _____ Evening Phone # _____

Describe furniture/accessory requirements (chairs, tables, etc.) *Be specific:* _____

Day of Week (circle) M T W Th F Sa Su Time You Want In _____ am/pm

Date(s) _____ Time You Will Be Out _____ am/pm

I agree that no person except those connected with this organization shall be present. Any group using school facilities must provide adequate adult supervision of the participants throughout the term of the activity. All users may be required to show proof of liability insurance and may be asked to provide a certificate of liability insurance in the amount of \$1,000,000 with USD 368 cited as "additional insured" before use of the facility is approved. My group's liability insurance provider and policy number are:

Insurance Provider _____ Policy # _____

It is further agreed that proper supervision shall be provided by the responsible persons/group in charge and that any damages to school property beyond ordinary wear and tear will be paid by the organization/group using the facilities. In the event that an unforeseen emergency or conflict would arise, all USD 368 activities would take precedence and this agreement would be voided. In periods of inclement weather, if school or school activities are cancelled, building use by outside groups or organizations will also be cancelled. Outside the school schedule, in periods of inclement weather or unforeseen circumstances, building or facility use by outside groups or organizations may be cancelled at the discretion of USD 368. Parking lot snow removal will be completed by the school district and/or its contractors only in preparation for school use. Custodians will clear main entrance sidewalks only.

(USD 368 ASSUMES NO LIABILITY IN CASE OF ACCIDENTS)

Signature of Person Responsible

Date Submitted

DO NOT WRITE BELOW THIS LINE

Recommendation:

Important Notes/Conflicting Dates:

_____ Approve Request

_____ Signature of Principal

_____ Deny Request

_____ Signature of District Office

_____ Date of Decision

_____ Signature of Food Service (Kitchen Requests Only)

CHARGES: Make checks payable to USD 368.

GROUP CLASSIFICATION _____

Payment is due in full within 10 days of Invoice

(Revised 10.10.22)