



## COMMUNITY USE OF DISTRICT FACILITIES REQUEST FORM

*Schools have priority on use of facilities and may cause cancellation of use by outside groups.*

Organization Requesting: \_\_\_\_\_

Name of Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of Usage: \_\_\_\_\_

**Facilities Requested: (Check One)**     **CLES**     **CLHS**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Classroom       | <input type="checkbox"/> Cafeteria/Kitchen    | <input type="checkbox"/> Football Field  |
| <input type="checkbox"/> Conference Room | <input type="checkbox"/> Restroom             | <input type="checkbox"/> Auditorium      |
| <input type="checkbox"/> CLHS Gym        | <input type="checkbox"/> Varsity Field (Turf) | <input type="checkbox"/> Playground      |
| <input type="checkbox"/> CLES Large Gym  | <input type="checkbox"/> JH Field             | <input type="checkbox"/> Lockers/Showers |
| <input type="checkbox"/> CLES Small Gym  | <input type="checkbox"/> Track                | <input type="checkbox"/> Equipment       |

**TIMES AND DATES:**

Date(s): \_\_\_\_\_ Days(s) of Week: \_\_\_\_\_

Time: \_\_\_\_\_ Total hrs per day \_\_\_\_\_ week \_\_\_\_\_

Requestor, will admission or fees be charged?: x YES xNO

Expected net proceeds \$ \_\_\_\_\_ Purpose of proceeds: \_\_\_\_\_

**APPROVAL AND FEES** (To be completed by District Office) Fees/deposits shall be paid in advance.

**ESTIMATED CHARGES**

- Approved - No Charge
- Approved - With Charge
- Custodial
- Utilities
- Certificate of Insurance
- Not Approved

Custodial Fee # of Hrs	_____	= \$ _____
Kitchen Staff Fee # of Hrs	_____	= \$ _____
Deposit		= \$ _____
Other (specify) =	_____	
<b>Use Fee Total</b>		<b>= \$ _____</b>



***I have read and understand the regulations and fee schedule for using the Central Linn School Facilities.***

Signature of Person Responsible: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of District Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**AGREEMENT AND INSURANCE:**

1. The applicant hereby certified that the information given in the application is correct.
2. The undersigned agrees to observe all rules and regulations of the Board of Education and the Building Principal.
3. The applicant agrees to exercise the utmost care in the use of school facilities and property and to hold the School District harmless and defend it from any and all claims by any person arising from the use of said facilities.
4. The applicant further agrees to reimburse the School District for any damages arising from the applicant's use of or in any manner relating or incidental to use of said facilities.
5. Proof of insurance is required before approval of request. Organizations who violate these Terms and Conditions may be denied further use of the facilities. In carrying out this non-school sponsored activity, it is the contracting third party's obligation and not the School District's, to comply with the requirements of the Office of Civil Rights as well as those stipulated in Section 504 of the Rehabilitation Act of 1973.

**TERMS AND CONDITIONS:** (Based on School Board Policy KG-AR). The estimated total cost is subject to review. The organization's contact will be notified of any change in rental prior to use. Schools have priority on use of facilities and may cause cancellation of use by outside groups. However, every effort will be made to give at least 48 hour notice. This agreement is between the school and the organization identified in the application. In consideration of this agreement, the school does hereby grant the organization the right to use the facilities noted above, The organization shall pay the actual charge billed by the school after completion of use or monthly as appropriate, and within 10 days from the day such bill is determined by the school. The organization assumes the responsibility (over normal wear and usage) for damage and cost of repairs to the above facilities/equipment caused by the organization, costs of clean up where organization fails to properly clean up after the event/use, as well as for the conduct of group members, audience, or any other persons who gain access to the facilities during their rental period. The organization promises to indemnify and hold the district, its officers, and employees, harmless on account of any claim arising out of this use. This agreement is merely a license and shall not be construed as a lease of the school's property. The organization is restricted and limited to use only the space/equipment requested above The entire school property is an alcohol, drug and tobacco-free facility and, therefore, these items must not enter the premises The Organization is responsible for unauthorized persons who gain access to the building during use period as a result of the Organization not keeping doors and windows locked.

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Office Use Only

- |  |  |
|--|--|
| <input type="checkbox"/> Key Check-Out (Key No. _____) | <input type="checkbox"/> Scheduled on Calendar |
| <input type="checkbox"/> Insurance Provided            | <input type="checkbox"/> Deposit Paid          |
| <input type="checkbox"/> Rental Fee Paid               | <input type="checkbox"/> Deposit Returned      |
| <input type="checkbox"/> Key Check-In                  |  |

Revised 4/2024