



APPLICATION FOR USE OF SCHOOL FACILITIES

Office Use Only

ID No.

Name of Organization

(Please refer to the the Guidelines and Liability and Insurance Requirements section included with this application.)

Person Responsible Day Phone

Billing Address Cell Phone

City State Zip Code

School Requested

Event Description No. Attending

Purpose of Use

Rooms/Fields Requested

Date(s) Requested* Begin Time--AM End Time--PM

Begin Time--PM End Time--PM

*Limited to a total of no more than 100 days

Right of First Refusal to Renew Agreement* Yes No

*If marked "yes," renter may be granted a right of first refusal to renew this agreement at the rates in effect at the time of renewal.

Monday Thursday Saturday

Tuesday Friday Sunday

Wednesday

The undersigned agrees to conform to all the regulations on the Guidelines and Liability and Insurance Requirements section included with this application, to pay all charges as listed below, to hold Lawrence Public Schools harmless from any and all claims which may arise out of applicant's use of the school building, grounds and facilities and to fully indemnify Lawrence Public Schools for any and all expenditures and damages relating thereto. The undersigned further acknowledge they are fully authorized to enter into this agreement for and on behalf of said organization and acknowledges that Lawrence Public Schools may, at its discretion, decline to grant this application.

District Use Only. Fees will be established by the Director of Facilities and Operations

\$ Per Hour \$ Per Use \$ Per Room

\$ Any extra expense the activity causes Lawrence Public Schools (inadequate notification of cancellations), custodial overtime, food service requests, damages, late payment, failure to pay, etc.

\$ Other. List--

Make checks payable to: Lawrence Public Schools
Mail payment to: Lawrence Public Schools, Attention: Facility Use Department, 146 Maine, Lawrence, KS 66044

Date Filed _____ Signature of Applicant (same as person responsible above) _____

Date _____ Principal of School (Required) _____

Date _____ Authorized District Administrator (Required) _____

The person(s) shown on this request must sign this form. By your signature you accept responsibility for all provisions listed on the Guidelines and Liability Insurance Requirements info sheet. The district reserves the right to cancel facility usage, if necessary, at any time.

Distribution will be by District Office Personnel Only to the Central Office and Applicant.

Guidelines and Liability Insurance Requirements

General Guidelines

1. A completed Application for use of School Facilities form must be submitted to the Lawrence Public Schools at least **10 days prior** to the requested rental date.
2. The renter must notify the District of a cancellation at least **10 days prior** to the scheduled event. Failure to cancel will result in the renter being charged for the use of the building.
3. Rental fees are based on the type of facility requested, services required and organization category. Custodians and food service employees may be assigned to an event depending upon the date and time of the event and the number in attendance. Additional custodial and food service charges may be applied by the District for extra clean up, set up, or labor associated with facility use. Audio/Visual equipment charges are extra and assessed by the schools.
4. Custodians have the right to refuse the performance of additional duties not originally identified by the renter, if the custodian has a physical limitation that prohibits the performance of that task.
5. In the event of a late arrival or "no show," all assigned District staff will wait one hour before vacating the premises. The renter will be charged a minimum of 2 hours per custodian assigned and other related costs.
6. The use of alcoholic beverages or use of tobacco products is not permitted in any Lawrence Public School District facility. The use of lighted candles or open flames, is not permitted in any Lawrence Public School District facility. Food and beverages (other than water) are not allowed in any auditorium or gymnasium.
7. The permit holder is responsible for the appropriate behavior of their group during the scheduled events.
8. Renters must confine their group to the rooms and corridors assigned for their use, and to the permitted times. Any use of unscheduled time or facilities used will be reported and billed to the renter.
9. All paper and decorations used in decorating the buildings will be flame proof or approved by the building custodian.
10. Renters will abide by all traffic rules posted on District property.
11. Facilities will be available to rent during winter break and spring breaks, pending custodial availability. Facilities will not be rented on District recognized holidays.
12. Failure to pay fees or comply with District guidelines may result in the denial of future rentals.
13. Rental confirmations are non-transferable. Facilities may not be sublet.
14. The District does not discriminate against individuals, including its employees, on the basis of race, color, national origin, religion, socioeconomic status, marital status, sex, age or disability. It complies

with all applicable laws and regulations prohibiting such discrimination and expects the Permit Holder to comply with these laws and regulations as well.

District Employee Fees

When any school facility is used by non-school groups or individuals a school custodian shall ordinarily be on duty to see that the building and equipment are properly used. A school custodian may not be required to be on duty when, in the opinion of the principal, it is not necessary. In this case, the users and the principal accept full responsibility for the building use. If employee fees are required, they will be billed at the current established rates. Employees may be assigned to an event depending upon the date and time of the event, the number in attendance, and kitchen use. Additional charges may be applied by the District for extra clean up, set up, or labor associated with facility use.

Billing

You will receive an invoice the month following your use date. Payment is due upon receipt of the invoice. Failure to pay this invoice in a timely manner may result in denial of future rentals and/or other collection procedures. As the requestor, you are responsible for payment.

Liability/Insurance

Renters are required to provide a Certificate of Insurance evidencing a minimum \$500,000 liability insurance policy naming the Lawrence Public Schools (site specific) as an additional insured for all events, unless otherwise specified on the Application for Use of School Facilities form. Renters will be responsible for and will be required to reimburse the School District for any damage to School District property which occurs during the period of time the renter is using school facilities. The School District will not assume any liability for damage or injury to persons or property which occurs on School District property; and will not be responsible for damage to or loss of property left on school premises. If food is prepared or served on School District premises, the Renter or the caterer is required to provide a Certificate of Insurance evidencing a minimum of \$500,000 liability insurance policy the Lawrence Public Schools (site specific) as an additional insured.

If carnival or amusement rides are offered on any School District premises, the Renter or the owner of the rides is required to provide a Certificate of Insurance evidencing a minimum \$500,000 liability insurance policy which names the Lawrence Public Schools (site specific) as an additional insured.

Weather

In the event event school is canceled during the day due to inclement weather, the renter is contacted and it is mutually agreed that the weather conditions are such that the activity should be canceled. In the event that school is canceled for a full day due to inclement weather, all rentals are canceled.