

Permit Number _____
Non profit Number _____

Certificate of Insurance __yes__no
Pending__ (required prior to use) Book _____

**DIERINGER SCHOOL DISTRICT #343
APPLICATION AND AGREEMENT FOR USE OF SCHOOL FACILITIES**

GROUP MAKING REQUEST _____ Date _____

FACILITY REQUESTED _____

PROGRAM/ACTIVITY _____

No. of Participants _____ Age(s) _____ to _____ Male _____ Female _____

SCHEDULE TIMES: Open _____ Close _____ Times of Events _____ to _____
On _____ for _____ weeks

THIS FACILITY IS REQUESTED FOR THE FOLLOWING DATES:

Month _____ Dates Requested _____
Month _____ Dates Requested _____
Month _____ Dates Requested _____
Month _____ Dates Requested _____

REQUESTED BY _____ Phone (day) _____ (evening) _____
e-mail _____ Address _____ City _____ Zip _____

PERSON IN CHARGE (If different than above) _____ Phone _____

The person in charge is responsible for contacting the custodian or securing the facility used upon completion of the activity.

THE ABOVE APPLICATION FOR USE OF SCHOOL FACILITIES IS APPROVED SUBJECT TO THE FOLLOWING REGULATIONS:

1. Payment of any service charge shall be made in advance unless prior arrangements have been made with the business office.
2. Any group or individual using the facilities accept responsibility for any damage done to District property and shall reimburse the District for such damage. Any group or individual who causes a false alarm call will be responsible for the \$100 false alarm fee.
3. When no custodial charge is made, the group or individuals agree to clean the facilities and restore the equipment/furniture to the original condition.
4. Only the facilities listed in the application will be used by the applicant group.
5. Tobacco, alcohol or firearm use is not permitted on any part of the campus. Groups or individuals using the facility accept responsibility for enforcement of this rule.
6. The District reserves the right to cancel, upon short notice, any meeting or activity in any District facility. If so, use fee will be prorated.
7. Groups or individuals using District facilities agree to protect and indemnify for costs, legal and other expenses the District, its officers, directors and agents from all claims, liabilities or suits related to or arising from acts or omissions of such groups or individuals in connection with the use of any such facility.
8. Certification of at least \$1,000,000 liability insurance is required prior to using District facilities. The Dieringer School District must be listed as an additional insured.
9. Non-profit youth groups shall submit a statement of compliance with the insurance coverage and required head injury trainings prior to receiving access to school facilities. (HB 1824-Z. Lystedt law)

It is agreed that this application is made subject to District policy 4260 for use of facilities. The undersigned agrees that these rules, as well as any accompanying procedures for use of facilities have been read and shall be strictly observed.

Applicant's Signature _____ Date _____

Facility Scheduler's Signature _____ Date _____

OFFICE USE ONLY		For No Charge, Check Here _____
Facility Use Charge _____	x (rate) _____	= \$ _____
Custodial Hours _____	x (rate) _____	= \$ _____
Other _____		
Total \$ _____	per day _____	per week _____ per month _____

FACILITY USE CHARGE**Group**

ELEMENTARY	A	B*	C**	D**
Multipurpose Room	\$0	\$16	\$25	\$45
Gym	\$0	\$16	\$25	\$45
Classroom	\$0	\$16	\$10	\$20
Library	\$0	\$16	\$25	\$45
Kitchen	\$0	\$16	\$50	\$50

MIDDLE SCHOOL	A	B*	C**	D**
Gym	\$0	\$16	\$30	\$55
Auxiliary Gym	\$0	\$16	\$30	\$55
Classroom	\$0	\$16	\$10	\$20
Library	\$0	\$16	\$25	\$45
Commons/Multipurpose Room	\$0	\$16	\$25	\$45
Kitchen	\$0	\$16	\$50	\$50

*An additional custodial charge of \$32 per hour will be charged (plus one-half hour before and one-half hour after the event) when a custodian is not normally on duty. In-kind contributions may be accepted in lieu of use fees with the development of a proposal and completion of agreed upon activities equivalent to custodial costs.

When a kitchen is required, a food service technician must be on duty, for which a \$30 per hour fee will be charged.

A supervisor will be required when a responsible staff member is not on the premises (exclusive of custodian).

**Custodial charges will apply.

Categories:

- A. School organization
- B. Non-profit groups within the Dieringer School District boundaries
- C. Profit-producing groups within the Dieringer School District boundaries AND non-profit groups from outside the Dieringer School District boundaries
- D. Profit-producing groups from outside the Dieringer School District boundaries

Rates are per use/per hour/1 hour minimum.

Violation of use deposit of \$100 required prior to event.

Facility Use Charge Due: \$_____ non-refundable (unless cancelled due to school closure or school schedule change)

STAFF

Custodian	_____	Hours needed at \$32 per hour (1 hour minimum)
Cook	_____	Hours needed at \$30 per hour (1 hour minimum)
Supervisor	_____	Hours needed at \$16 per hour (1 hour minimum)

Staff fees will be billed following the event.

_____	Fees
_____	Minus Paid Deposit
_____	Total Due

A 10% late fee will be charged for any outstanding balances over 30 days.