

UNIFIED SCHOOL DISTRICT 234

424 S. MAIN

FORT SCOTT, KS 66701

FACILITY USE PERMIT

Facility Requested _____

Date(s) of Use _____ Hours of Use _____

Organization Making Request _____

Purpose of Use _____

Will there be an admission charge for this activity? _____ If so, how much will be charged? _____

Individual Requesting Facility _____

Bill for rental to be sent to: _____
(Name and Address)

Phone Number _____

As an authorized representative of the group requesting the use of the building, I hereby agree to the conditions listed below and will accept the responsibility for seeing that our group complies with all district rules and regulations.

Signature of person responsible for group _____

1. The use of the building and equipment must be consistent with the general objectives of education in the USD 234 School District.
2. Use of intoxicants or smoking will not be allowed in the buildings at any time.
3. Dances, including wedding dances, may not be held on school premises by outside groups.
4. Any damage done to the building or equipment or any equipment taken from the building shall be paid for by the group using the facilities.
5. The rules and regulations listed on the back of this sheet must be observed. In addition, a checklist is provided for your use.
6. The Board of Education office will send a statement for rental charges and custodial fees.
7. For any kitchen use that includes cooking, a food service staff member must be present and a current hourly wage of \$20 per hour will be paid by the renter.

IF YOU WISH TO CANCEL THIS FACILITY USE AGREEMENT, PLEASE CONTACT THE BUILDING PRINCIPAL SO IT WILL NOT BE NECESSARY FOR YOU TO PAY A FEE OR A CUSTODIAN.

*Please note: We will rent facilities on a quarterly, not yearly basis. If you cannot abide by the time constraints set for facility use, we reserve the right to refuse your facility request.

To be completed at building level and central office:

Fee for use of the facilities will be _____ plus custodial fee of \$20.00 per hour.

Employee assigned to clean facility _____

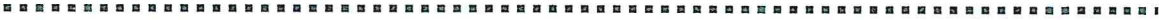
Building Representative's Signature

Superintendent's Signature

**UNIFIED SCHOOL DISTRICT 234
RULES FOR FACILITY USE**

The following rules and regulations are listed to ensure the proper use of USD 234 school facilities in the areas of supervision, cleanliness, security, and damage control:

1. Individuals must provide their own game equipment, such as volleyballs, basketballs, etc. Individuals must set up any equipment such as volleyball nets, etc., and will take nets down, etc., unless other arrangements have been made with the building administrator. Other school equipment used must be left as found.
2. The balcony area located at the high school and old middle school is off limits to any traffic.
3. The scoreboard control equipment should only be operated by a responsible adult.
4. Only those people directly related to the activity are allowed in the facility.
5. All lights must be turned off in all areas, including restrooms, hallways, entranceways, etc.
6. Toilets must be checked to determine that they have been flushed, are not overflowing, and the area is in proper order.
7. Used areas must be inspected and litter picked up and placed in trash containers. Floors must be swept.
8. All doors must be locked. This is especially important as vandalism is likely to occur if entrance is gained to the facility by unauthorized persons.
9. Only authorized personnel may operate the light and sound system used in the auditorium at the high school.



FACILITY RENTAL CHECKLIST

The following checklist must be completed before leaving the facility that has been rented:

- _____ 1. All lights turned off in all areas, including restrooms, hallways, entranceways, etc.
- _____ 2. Toilets checked to determine that they have been flushed and are not overflowing, and that the area is in proper order.
- _____ 3. All litter picked up and placed in trash containers.
- _____ 4. Floors swept.
- _____ 5. All doors locked.