

**U.S.D. #338 Valley Falls
PERMIT FOR USE OF FACILITY**

\$25 Fee Paid: _____

ORGANIZATION / GROUP: _____

ADULT RESPONSIBLE: _____ PHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

DESCRIBE ACTIVITY: _____

SPACE(S) TO BE USED: _____

Do you need a U.S.D. #338 employee to open/close the building? _____

If not, who is opening/closing for you? _____

Date and Time Requested:

Date	Beginning Time	Ending Time		Date	Beginning Time	Ending Time

Items to be brought into the building: _____

Equipment requested: _____

By completing this request it is understood that the organization/group using U.S.D. #338 facilities will be responsible for any damages or accidents incurred during the above requested event. Attached is the Board of Education Policy #7002 regarding the Use of Facilities. The non-refundable \$25 fee will be collected before the use is approved.

Applicants Signature

Date

USE OF SCHOOL FACILITIES

7002

It is the policy of the board of education to grant and encourage maximum use of school facilities to responsible and properly organized groups throughout the school district, so long as these activities do not interfere with the regular school program.

However, responsibility must be taken by all groups using the gym to assure proper care for these facilities. In order to make this assurance, the individual in charge of supervising the use of the facilities must be twenty-one years of age and a twenty-dollar (\$20) deposit will be required. If the facilities are not used according to the agreed upon conditions, the deposit will not be refunded. If a deposit is withheld three times, the group involved will not be allowed to reserve the gym in the future.

Conditions for gym use:

1. Use of the gym does not include access to Physical Education Equipment Closet. Use of school basketballs can be arranged at the time of making deposit.
2. The only purpose to be on the stage is to quickly retrieve stray equipment.
3. Anyone on the gym floor surface should be wearing appropriate footwear. This includes adult sponsors/coaches. Even tennis shoes which have been worn outside, if rocks are stuck to their soles, will damage the floor.
4. Everyone is to stay off of the bleachers unless prior arrangements have been made. In no case should anyone take responsibility to pull out the bleachers.
5. When finished using the gym, the floor must be swept and all liquid spills cleaned up.
6. Groups will take priority over individual use of the facilities. Students may not use the gym without continuous adult supervision.
7. There will be no smoking or use of alcohol on the premises.
8. Special consideration for use of the gym will be approved by Administration during the summer.

***Note: The user agrees to abide by the foregoing regulations and will not hold the school district or any employees or representatives thereof, liable in any way whatsoever for injury or suit of any kind which may arise as a result of use of property. We agree to pay replacement or satisfactory repair sought for any damage, which our group causes to said property. Placement of a value on the damage is solely a matter for the School Board and Administrator.

We further agree to indemnify and hold said school district harmless from all loss, damage or injury; claims, debts or causes of action; legal fees and expenses in defense or prosecution of School District rights which may in any way be occasioned by use made of said school facilities.

VALLEY FALLS - U.S.D. #338 BOARD POLICY - 7002

ADOPTED:

REVISED: 11/12/01

REVIEWED: