

# USE OF FACILITIES APPLICATION FORM

Morning Sun Community School District, 311 E Division St., Morning Sun, IA 52640 | Phone: 319-868-7701 | Fax: 319-868-7703

## SECTION 1 – COMPLETED BY INDIVIDUAL OR GROUP/ORGANIZATION’S REPRESENTATIVE

Name of Organization: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

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

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

Purpose of Use: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_  AM  
 PM

Arrival (Set Up) Time: \_\_\_\_\_  AM  
 PM End Time: \_\_\_\_\_  AM  
 PM

### FACILITIES NEEDED (check all that apply):

- Bleachers
- Cafeteria
- Classroom
- Computer Lab
- Conference Room
- Gym
- Kitchen
- Library
- Locker Rooms
- Media Center
- Parking Lot
- Playground

### MISCELLANEOUS (check all that apply):

- Yes  No This activity is a fundraising event.
  - Yes  No Admission will be charged.\*
  - Yes  No Food/drink will be served.
- \*If taking admission, Police presence must be provided by organization.

### EQUIPMENT NEEDED (check all that apply):

- Computer
- Dishwashers
- Folding Chairs\*
- Internet Access
- Meeting Tables\*\*
- Microphone
- Ovens
- Podium
- Projector/Screen
- Scoreboard
- Sound System
- Stoves
- Television

\*# Needed: \_\_\_\_\_ \*\*# Needed: \_\_\_\_\_

### INDEMNITY AND LIABILITY INSURANCE AGREEMENT:

Provider: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Effective Dates: \_\_\_\_\_

Provider Phone Number: \_\_\_\_\_

Copy of Liability Insurance Attached:  Yes  No

### USE OF SCHOOL DISTRICT FACILITIES REGULATION (Board Policy 905.1R1)

1. There shall be no alcoholic beverages brought to or consumed in the buildings or on the grounds.
2. A custodian or employee must be present while the facility is being used.
3. After a school building has been used by an outside group, cleaning will be done by employees assisted by a committee from the outside group. Fees for such work will be charged to the group as part of the rental fee charged for the use of the building.

**SMOKING ON SCHOOL DISTRICT PREMISES (Board Policy 906.4)**

School district facilities and grounds, including school vehicles, are off limits for smoking. This requirement extends to students, employees and visitors. This policy applies at all times, including school sponsored and non-school sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the smoking product or leave the school district premises immediately. It shall be the responsibility of the administration to enforce this policy.

The signature below indicates that the individual, group, and/or organization understands and agrees to the preceding statements and is responsible for enforcing these regulations.

\_\_\_\_\_  
Applicant/Organization Representative's Signature

\_\_\_\_\_  
Date

**SECTION 2 – COMPLETED BY PRINCIPAL**

**Required by Board Policy**

**Name of MSCSD Employee to Attend**

MSCSD employee (supervisor):

\_\_\_\_\_

Custodian:

\_\_\_\_\_

Services for event (custodian, computer tech, cook, etc.):

\_\_\_\_\_

• \_\_\_\_\_

\_\_\_\_\_

• \_\_\_\_\_

\_\_\_\_\_

**FEES BASED ON REQUEST:**

	For use of:	Charge/HR	X	HRS	=	Total
Fee:	Custodial Deposit					\$50.00
Fee:						
Fee:						
Personnel:						
Personnel:						
Personnel:						
Personnel:						
<b>Total Amount Due:</b>						

The district administrator signature below indicates that the use of district facilities is approved based on the condition set forth in this application.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

**SECTION 3 – SIGNATURES BY BOTH PARTIES**

**USE OF SCHOOL FACILITIES - INDEMNITY AND LIABILITY INSURANCE AGREEMENT** (Board Policy 905.1E2)

The undersigned, hereafter referred to as "organization," states that it shall hold the Morning Sun Community School District, hereafter referred to as "district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the organization or the district, and its officers, employees or agents, in the use by the organization of any facilities owned by the district. In case any action is brought therefore against the district or any of its officers, employees or agents, the organization shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the organization.

The organization agrees to furnish and maintain during the usage of the facilities owned by the district such bodily injury and property damage liability insurance as shall protect the organization and the district from claims for damages for personal injury, including accidental death, and from claims for property damages, which may arise from the organization's use of the district's facilities, whether such operations be by the organization or by anyone directly or indirectly employed by the organization. Such insurance shall include the Morning Sun Community School District as an additional named insured in the policy carried by the organization and described above.

The organization shall furnish the district with a certificate of insurance acceptable to the district's insurance carrier before the contract is issued.

**For the Organization:**

**For the School:**

By: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

By \_\_\_\_\_  
 Title: \_\_\_\_\_

**Morning Sun Community School District  
 Community Use of Building, Sites, and Equipment Fee Schedule  
 Effective January 1, 2020**

	<b>2 Hours or Less</b>	<b>More than 2 Hours</b>	<b>For Fundraising</b>
<b>Youth Group</b>	No Charge	\$14/HR – starting with the third hour	\$14/HR
<b>Civic Organization</b>	No Charge	\$14/HR – starting with the third hour	\$14/HR
<b>Commercial Organization</b>	\$35/HR	\$35/HR	\$35/HR
<b>Other Groups or Individuals</b>	\$14/HR	\$14/HR	\$14/HR
<b>Employee</b>	Depends on Situation	Depends on Situation	Depends on Situation
<b>Recognized School Booster Group</b>	No Charge	No Charge	No Charge

- Unless indicated, rates do not include costs for any school district personnel that are required.
- Any individual, group, or organization may propose an in-kind contribution to the school district in lieu of payment.
- The school district will charge entities for repair or cleaning costs for district buildings, sites, or equipment that are left or returned in a damaged or unclean condition.

Checks may be made out to "Morning Sun Community School", and fees are due to the business office by the day of the scheduled event. If you have questions, please call 868-7701.