

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.

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: _____

DEPOSIT ****User is responsible for any damage that may exceed the \$100 deposit.***

A deposit of \$100 is required to reserve facilities. The School District reserves the right to ask for a deposit as a condition of rental to offset potential costs that may result because of the use of School District equipment or facilities. Any costs generated by the approved use would be subtracted from the deposit amount and the balance, if any, will be returned to the applicant. If no costs are generated by the approved, the entire \$100 deposit will be returned to the applicant.

PAID: Check #: _____ Amount: _____ Date: _____

INDEMNITY AND LIABILITY INSURANCE AGREEMENT:

Provider: _____

Policy Number: _____

Effective Dates _____

Provider Phone Number: _____

Copy of Liability/Indemnity Insurance Attached: Yes No

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

There shall be no alcoholic beverages brought to or consumed in the buildings or on the grounds.

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 – SIGNATURES BY BOTH PARTIES

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

The person or organization entering into an agreement with the School District for the use of school facilities or equipment described above certifies that the information given in this application is current. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all the rules and regulations. The application further agrees to reimburse the School District for any damages arising from the applicant's use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of school district facilities or equipment will be reported to School District authorities immediately.

The applicant agrees that the School District and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the School District and its officer, employees, directors and agents from claims, liabilities, or suits, arising in injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the district.

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:

By: _____

Title: _____

Address: _____

City, State, Zip: _____

For the School:

By: _____

Title: _____