



APPLICATION FOR USE OF SCHOOL FACILITIES

Heartland Community Schools

Date: _____

Name of Organization or Individual Making Request: _____

Phone Number: _____ E-Mail Address: _____

Type of Organization and Activity or Event: _____

_____ Local non-profit community service organization or school affiliated non-profit group. (No fee)

Describe event: _____

_____ Tax-supported agency such as educational entity, city, county, or state government. (No fee)

Describe event: _____

_____ Non-profit organization outside of two described above. (Fee)

_____ A profit-seeking business in which majority of members reside within the school district. (Fee)

Describe event: _____

_____ Other *Describe event:* _____

Facilities Requested: New Gym Old Gym Cafeteria Other _____

Dates and Times within the next 2 weeks:

Date (From - To)	Time (From - To)	Repeating	No. of Weeks
		Yes No	
		Yes No	
		Yes No	

Details of Use: _____

No. of Anticipated Users & Spectators: _____

Concessions/Food Served? Yes No Will Kitchen be Utilized? Yes No _____

Setup or Tear Down Required of District? Yes No _____

Type of Cleaning Required During or After Event: _____

Special Equipment Needed: _____

Terms of Use

Please sign below indicating your acceptance to the following terms

1. We understand that school activities take precedent & school personnel in attendance are in authority.
2. We agree to use the facility only during those times reserved on the front of this form.
3. We understand that the code for the key safe is not to be shared with parties other than those on this form.
4. No equipment will be made available. All persons using weights are required to work with a spotter.
5. Activities must conclude by 10:30 p.m. on weekdays and 6:00 on Wednesdays and Sundays.
6. Unless we have paid for custodial services, we will sweep the area and make sure tables and chairs are returned to the position in which they were found.
7. We will make sure to physically check ALL entry and exit doors in the area to ensure that they are securely locked.
8. We will make sure that all lights have been turned off prior to our exit of the building.
9. We will replace the key in the key safe and make sure that it is secure before leaving school grounds.
10. We agree to abide to the policies and terms of use established on this form and to official board policy.

I understand that any violation of these terms of use or of board policy may result in my group's loss of school facilities use.

Signature

Date

Signature

Date

Fee Schedule

Facility Space	Rental Fees for Infrequent Usage (1-3 times per school year)
Gymnasium(s) (per gym)	\$25 for 1st 4 hours + hourly rate for additional time
Auditorium/Theatre	\$25 for 1st 4 hours + hourly rate for additional time
Cafeteria Seating Area	\$25 for 1st 4 hours + hourly rate for additional time
Commons Area	\$25 for 1st 4 hours + hourly rate for additional time
Kitchen	\$25 for 1st 4 hours + hourly rate for additional time + \$25 per hour for kitchen personnel cost
Football Field	\$25 for 1st 4 hours + hourly rate for additional time
Track	\$250 per meet
Classrooms	\$5 per hour
Custodial Duties (Before, During, or After)	\$25 per hour

Hourly Rates Beyond 4-hour Initial Rental

	Rate
Eligible Community Groups as per Board Policy	\$6.00 per hour
Eligible Non-Profit Organizations	\$6.50 per hour
Profit Seeking Individuals or Groups	\$7.00 per hour

Regularly Scheduled Use of Facility (5 or more uses per school year)

Eligible Community Groups as per Board Policy	\$5.00 per use
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Policy Compliance and Acceptance of Liability

This application is subject to the terms of the School Board's policies on community use of facilities. Applicants accept all such terms and conditions. We have read, understand and agree to abide by the policies, rules and conditions on the use of these facilities on this form and in board policy. We understand that our privilege may be revoked should we not comply with the stipulations outlined. We understand that we are accepting use of the facility from Heartland Community Schools with no assurances or guarantees relative to their condition. It shall be our responsibility to check the facility to see that it is safe for intended use. We take full responsibility for the facilities while they are being used by our group and will make full restitution for any and all damages which may occur while our group is using the facility. We agree to indemnify and hold the school district harmless for any and all accidents and injuries to ourselves or others while we are using the facility regardless of the negligence of the school district or its personnel. We assume full responsibility and liability for any injuries.

Signature

Date

Signature

Date

For Office Use

Fees	Amount	Key Fob # Issued:
Facility Use		
Open/Close		Issue By:
Custodial Service		
Kitchen Employee		Date:
Insurance		
Other		Notes:
Total		