

# USD #410 Facilities Request



Date of Request:

Please complete the following information and save to an electronic file of your own, then send it as an attachment to Robert Rempel, via e-mail: [Robert.Rempel@usd410.net](mailto:Robert.Rempel@usd410.net). If approved, your event will be placed on the district facility use calendar.

Organization or Department making the request:

Email and/or Phone Number of requestor:

Name / Title of Event:

Building and Room(s) Needed:

Date(s) facility to be used:  Time(s) facility to be used:

Do you wish to have this event viewable on the district public view calendar at [www.usd410.net](http://www.usd410.net)? (yes or no):

Custodial help will be needed to set up facility? (yes or no):

If setup is needed, please complete the considerations below?

For Custodians/Maintenance Staff:	
Set-Up Starts (initial arrival): <input type="text"/>	Approximate # of Attendees: <input type="text"/>
Tear Down Ends (leaves location: <input type="text"/>	
Set-Up Notes (For view by Facilities and Maintenance Staff only):	<input type="text"/>

Custodial help will be needed during the event? (yes or no):

Do you have a USD #410 employee who has regular access to this facility as part of their job assisting you with this event? (yes or no):

If yes, who is the employee assisting you with the event?

The following is to be completed by the Activities Director of USD #410 and returned to the requestor:	
USD #410 has reserved the facility spaces as requested. (yes or no)	<input type="text"/>
Facility use fee charged to the requestor.	<input type="text"/>
<b>Signature of Activities Director:</b> _____ <b>Date:</b> _____	

**Please send payment to:**  
Carla Harmon, Treasurer  
USD #410 Central Office  
416 South Date  
Hillsboro, KS 67063

*The requester agrees to abide by the USD #410 guidelines posted on the back of this page.*

## **U.S.D. 410 FACILITY USAGE GUIDELINES**

(Update August 14, 2006)

1. U.S.D. 410 encourages the use of school buildings and facilities by groups within the community.
2. The operation and maintenance of school buildings represent a cost to the district. Free usage, therefore, must be confined to those that have a conceivable relationship to the school system or program. A rental fee must then be charged for all other users. (See Facility Use Fee Schedule)
3. Requests for use of school facilities will be made at the office of the Activities Director by filing a Building Use Form at least seven days prior to the date of use.
4. The use of school facilities for school purposes, meetings of students, and other organizations affiliated with the schools shall have precedence over all others.
5. The district reserves the right to require renters to provide uniformed security for the event.
6. The group using the building will be responsible for disciplining its own members and will be responsible for any damage to the building or equipment.
7. Groups receiving permission to use building are restricted to the dates and times approved and to the building area and facilities specified, unless requested changes are approved by the Activities Director.
8. Groups using the building are responsible for the observance of city, county, and state fire and safety regulations at all times.
9. The use of alcoholic beverages, profane language, or gambling in any form is not permitted on school property. Smoking is not permitted on school property.
10. Public dances shall not be held in any school building by any organization.
11. An employee of the board or an individual designated by the administration must be on duty whenever a group or organization uses a school facility.
12. On days when school is closed because of snow or other unforeseen circumstances, all outside group activities scheduled for that day will be cancelled or postponed.
13. Arrangement for the use of special equipment such as projectors, video equipment, piano, public address systems, scoreboards, or other equipment must be made with the Activities Director at the time the facility use request is filed.
14. The use of kitchen equipment for food preparation and sanitizing of dishes, utensils, and tableware will require the assignment of a food service employee. Rate for use of employee is \$20.00 per hour.
15. The board will cooperate with recognized agencies, such as the Red Cross and Civil Defense and will make suitable facilities available during community emergencies.
16. In situations where usage for a long time is required, rates may be set at a contract price negotiated with the superintendent.
17. The rental fee will be reviewed annually by the board of education.
18. Payment shall be made to the board through the Activities Director. Payment for usage must be in advance. Requests for usage will not be considered official until payment has been received.
19. If a custodian is required at times other than the established custodial work schedule, a charge of \$20.00 per hour will be assessed.
20. The district may require a proof of liability insurance from any renter.
21. Individuals from the public (non-business) are encouraged to use district computer equipment when available during school hours. The administration will determine appropriate training and charges for this usage.
22. Permission must be granted from the building principal before any district equipment is removed from the school grounds. A deposit fee may be established for this use.
23. Renters will be financially responsible for damage to district facilities or equipment.
24. The district reserves the right to deny usage to private groups whose primary reason for renting the facility is to make a financial gain. The district also reserves the right to cancel any permission granted.