Application for Community Use of School Facilities

FREEMAN SCHOOL DISTRICT #358

Name of Applicant or Organization_________________________________________________________________

Address_______________________________________________________________________________________

Phone____________________________Cell_________________________Work___________________________

Email________________________________________________________________________________________

Contact Person_________________________________________________________________________________

Contact Person Address__________________________________________________________________________

Contact Person Phone________________________Cell_____________________Work_______________________

Contact Person Email____________________________________________________________________________

Specific Facilities Requested____________________________________________________________________

(Multipurpose Room, Cafeteria, Kitchen, Gym, Classroom, Athletic Field of Elementary, Middle, or High School)

Special School Equipment Desired_________________________________________________________________

Approximate Number in Attendance: Audience____Performers____Supervisors____Other____Total____________

Date(s) and Time(s) Facilities Requested

Start: Month_____________________Day_____End: Month_____________________Day_____

Hours: ________________________ AM PM to _______________________ AM PM

If applying for regular usage of school facilities, please attach a copy of desired schedule days and times including

start and end dates.

Describe the nature and purpose of this meeting:

_____________________________________________________________________________________________

_____________________________________________________________________________________________

Type of Supervision Provided:

Will there be admission, collection, or funds solicited?   YES    NO

<table>
<thead>
<tr>
<th>Activity Classification</th>
<th>Fee From Policy #4260</th>
<th>Fee From Procedure #4260</th>
<th>Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category I</td>
<td>Use Fee per Hour $____</td>
<td></td>
<td>Facility Use Form</td>
</tr>
<tr>
<td>Category II</td>
<td>Custodian:____ hrs x $__</td>
<td></td>
<td>Proof of 50% Freeman Roster (Category I Only)</td>
</tr>
<tr>
<td>Category III</td>
<td>Site Manager:____ hrs x $__</td>
<td></td>
<td>Proof of Insurance</td>
</tr>
</tbody>
</table>

Total Expected Attendance ______

Admission Charge ______ Estimate User Cost $____

Categories I, II, & III are explained in detail in Freeman School District Policy #4260; Use of School Facilities. Charges and fees are described in the Facility Use Fee Schedule under Procedure #4260
USE OF FACILITIES AGREEMENT: The undersigned hereby makes application to Freeman School District #358 for the use of school facilities described above and certifies that the information given in this application is correct. The undersigned further states that he or she has the authority to make this application for the applicant/organization and agrees that the applicant/organization will read, observe, and abide by all Rules and Regulations of the Board of Education and of the Principal of the School in which facilities and/or equipment are used. Freeman School District will be free from all liability resulting from use of facilities indicated above. Only those facilities indicated above may be used according to this agreement. Any damages to facilities/equipment stated above resulting from applicant/organization’s use must be reimbursed to Freeman School District. Freeman School District sanctioned activities take precedence over any other activities that may take place in the facility. The applicant/organization will be notified of any conflicts of schedule or time changes. Any time changes the applicant wishes to make after approval of this application must be submitted and approved before the time change takes place. No organization may take the time slot of another organization, even if it is not in use, without prior approval. If facilities are being used for sports events or practices, evidence of compliance with the Lystedt Law (concussion law) for participants under the age of 18 must be submitted prior to facility use. Any organization found to be not in compliance with the Lystedt Law will lose facility privileges.

Please initial that you have read and understand the Use of Facilities Agreement _________

PAYMENT OF RENTAL FEES AGREEMENT: Rental Fees shall be determined by the latest established rental rates and must be paid upon receipt of billing.

Please initial that you have read and understand the Payment of Rental Fees Agreement _________

______________________________  __________________________
Signature of Applicant or Authorized Representative      Date

Print Name

______________________________  __________________________
Approval           Date

FOR BUSINESS DEPARTMENT USE ONLY

Billing Date:_____________________   Bill to:________________________
Amount:________________________   Recommend Approval:________________________
Payment Received:________________   _________________________Date_________

Building Principal