



BUILDING USE APPLICATION AND CONTRACT

File: KF-E-1

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Person Making Application \_\_\_\_\_ Phone # \_\_\_\_\_

Address of Organization \_\_\_\_\_ Phone # \_\_\_\_\_

Purpose for Request \_\_\_\_\_ Number in Attendance: \_\_\_\_\_

Site Location \_\_\_\_\_ Room Requested \_\_\_\_\_

Dates Requested \_\_\_\_\_ Time Requested From: \_\_\_\_\_ to \_\_\_\_\_

Special Equipment Needed \_\_\_\_\_

		(District Use Only)	
Charges:	Group Classification (1,2,3,4)	\$	_____
	Building Use Fee	\$	_____
	Custodial Overtime Fee	\$	_____
	Custodial Holiday Fee	\$	_____
	Equipment Fee	\$	_____
	Nutrition Services	\$	_____
	Miscellaneous Fee	\$	_____
	Total Cost	\$	_____

See Board Regulations KF-R-1 through KF-R-3 for fees and classifications

Building Use Provisions

- Care of buildings and equipment is the responsibility of the contracting agency. Signature of this contract signifies that the agency, through its agent, agrees to reimburse the District for all damages incurred during the rental period, as identified by the District's agents.
- Supervision of activities and special security personnel are the responsibility of the contracting agency.
- Charges are due and payable seven (7) days prior to scheduled use.
- Certification of proof of insurance is also due seven (7) days prior to scheduled use, unless exempted otherwise from this requirement pursuant to Board policy and regulations.

The person or organization making this application agrees to abide by the regulations set forth by the Board of Education in KF-R-1, KF-R-2, and KF-R-3. The applicant shall assume responsibility for all damages and losses, as well as indemnify and hold harmless the School District, its employees and Board members from any claim resulting from or arising out of the use of District facilities named in this application or any part of the facilities covered in this application.

I understand and agree to the provisions of the Board of Education. I also agree to the charges and special provisions outlined above.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Organizational Agent

\_\_\_\_\_ Date

\_\_\_\_\_ District Building Representative