

Baldwin City USD 348 Contract for Use of District Facilities Request Form

Complete this form and submit to the appropriate building administrator. It is understood that Baldwin City USD 348 transfers all liabilities to the requesting organization.

Requesting organization: _____

Organization address _____ Phone (____) _____

We wish to use Baldwin City USD 348 facilities on (MM/DD/YYYY) _____ from _____ a.m./p.m. until _____ a.m./p.m. for the purpose(s) _____.

Specify building:

___ Baldwin High School ___ gym (\$200 for half day, \$400 for full day) ___ other area (specify) _____

___ Baldwin Junior High ___ gym (\$200 for half day, \$400 for full day) ___ other area (specify) _____

___ Intermediate Center ___ gym ___ commons (\$100 for half day, \$200 for full day)

___ Primary Center ___ gym ___ community room (\$100 for half day, \$200 for full day)

___ Performing Arts Center fee is \$200 for first hour, \$100 each additional hour

***Regardless of use, rental of the PAC requires paying a district employee who is trained to operate the sound system.*

___ Kitchen - specify building _____

***Use of kitchen equipment will be charged at the rate of \$20/hr. for trained food service staff to attend.*

___ Other Facility _____ Specify area of facility needed _____

***Custodial services will be charged at the rate of \$20/hr. when requested by organization or building administrator.*

Terms:

- We understand that payment of \$ _____ will be due and payable prior to usage and date described above.
- We agree to provide a certificate of insurance at the time of payment, showing general liability insurance of \$1,000,000 per occurrence with Baldwin City USD 348 listed as additional insured. If you need insurance, one time event insurance can be purchased at <https://www.theeventhelper.com/>.
- We agree that we will abide by all Baldwin School District rules and regulations that apply to the facility or facilities to be used. See Board Policy KG for more information.
- We agree to contact the building administrator to agree upon all equipment, supplies, services, etc needed for this request and to secure access to the facility for the date and time stated above.
- To the fullest extent permitted by law, the requesting organization agrees to defend, pay in behalf of, and hold harmless the District, its elected and appointed officials, employees and volunteers and others working in behalf of the District; against any and all claims, demands, suits, loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against from the District, its elected and appointed officials, employees, volunteers and others working in behalf of the District, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the use of USD 348 facilities.

- Number of people expected to attend: _____
- Is this a school-related organization? ___ yes ___ no
- Is this a profit-making activity? ___ yes ___ no
- Is this a non-profit fund raising activity? ___ yes ___ no

I am requesting that the above rental fees (not employee wages) be waived for this request because

Organization's representative, to be responsible for facilities (please print): _____

Address _____ Phone (____) _____

Signature _____

Date _____

Office use only: Building administrator's approval: ___ Approved ___ Rejected

Building administrator signature _____ Date _____

Routing for approval: Activities Director _____ Head Custodian _____ Food Service

Director _____ Operations Director _____