

# Tonganoxie USD 464

## Facility Usage Request Form

330 E. 24/40 Highway ▪ Tonganoxie, KS 66086

Please complete and submit the following information a minimum of 10 business days prior to request date. Fees will be established by district office personnel in accordance with board policy. Estimated fees are due upon completion of estimate, prior to event. Payment should be sent to Facilities and Grounds, PO Box 199, Tonganoxie, KS 66086. Make checks payable to USD 464. Final fees may differ from the estimated due to other factors occurring during the rental period.

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

Person Responsible \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Purpose of Use \_\_\_\_\_

School Requested \_\_\_\_\_ Number Participating \_\_\_\_\_

Room(s) Requested \_\_\_\_\_

Equipment Required (see guidelines) \_\_\_\_\_

Date(s) of Use: MM/DD/YYYY \_\_\_\_\_

Hours Required for Use \_\_\_\_\_ Beginning / Ending Time of Use \_\_\_\_\_

The above named group, person, or organization agrees to indemnify and hold harmless Tonganoxie Unified School District 464, its officers, agents, servant and employees from any and all liability of whatever kind or nature resulting from damage or injury to any person or property which occurs while such group, person, or organization is occupying or using the school facilities or property. The School District may require organizations to provide proof of liability insurance coverage for certain types of activities held on school property. The undersigned agrees to confirm to all the regulations printed on the back of this application and to pay all charges as specified. The undersigned further acknowledges they are fully authorized to enter into this agreement for and on behalf of said organization and acknowledges that Tonganoxie USD 464 may, at its discretion, decline to grant this application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Authorized District Administrator \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

### Office Use Only: Fee Estimates

Fee for Building Use: \_\_\_\_\_ Custodial or Staff Overtime Fee \_\_\_\_\_

Extra Expenses Not Included in Building Use Fee \_\_\_\_\_ for \_\_\_\_\_

Estimated Fee for this Rental \_\_\_\_\_ Estimated By \_\_\_\_\_

## **Building Use Guidelines**

1. A completed Facility Usage Form must be submitted to the Tonganoxie School District Facilities and Grounds Department at least 10 days prior to the requested rental date.
2. The district does not discriminate against individuals, including its employees, on the basis of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age or disability. It complies with all applicable laws and regulations prohibiting such discrimination and expects the renter to comply with these laws and regulations as well.
3. Renter shall enter and vacate the building at the time designated on the rental permit. The renter must confine their group to the areas assigned for their use. Any use of unscheduled time or facilities will be billed to the renter.
4. In the event of a late arrival or "no show," all assigned USD staff will wait one hour before vacating the premises. The renter will be charged a minimum of 2 hours per staff member assigned and other related costs.
5. The use of tobacco products, alcoholic beverages, or open flames is not permitted in any school facility.
6. In general, use of kitchen/cafeteria facilities is discouraged. However, under certain conditions kitchen/cafeteria use may be granted. Use of these facilities will require the supervision of a district food service employee and the appropriate hourly fee will be assessed. In addition, associated clean-up fees will be assessed at the hourly rate.
7. Food and beverages (including bottled water) are not allowed in any auditorium. Food and beverages (other than water) are not allowed in the gymnasium.
8. The renter is responsible for the appropriate behavior of his/her group during scheduled events.
9. No outdoor sports, including but not limited to baseball, football, softball, hockey, lacrosse or soccer are allowed inside buildings.
10. Renter must abide by all traffic rules posted on District property.
11. All signs, banners or flyers advertising services or products must be approved in advance by the District. The District reserves the right to remove, or order the removal of, any signs which conflict with other contractual obligations of the District.
12. Facilities may not be sublet. Rental confirmations are non-transferrable.
13. The renter must notify the Facility Coordinator in writing of any cancellations or changes at least 10 business days prior to the event. A processing fee will be assessed for any approved changes or cancellations requested less than 10 business days prior to the event.

## **Billing and Payment**

Upon receipt of the Facilities Request Form and approval from the appropriate building administrator, the district's Facilities and Grounds Coordinator will prepare an estimate

for use of the facility. Payment is due upon receipt of the estimate. The requester should send a check for the amount of the estimate made payable to Tonganoxie USD 464 to the District Administrative Center c/o Facilities and Grounds. Failure to pay in a timely manner may result in denial of rental and/or other collection procedures. Upon completion of the event, if additional fees are assessed a supplemental invoice will be sent. The requestor/ responsible signer of this agreement is responsible for payment of all fees. Returned checks will be assessed a \$45 processing fee.

## **District Employee Fees**

If employee fees are required (custodians, cafeteria personnel, or other staff support), they will be billed at \$25 per hour. Employees may be assigned to an event depending upon the date and time of the event, the number in attendance, and kitchen use. Additional charges may be applied by the district for extra cleanup, setup, or labor associated with facility use. District employees working over a designated holiday period will be billed at \$50.00 per hour. Employees have the right to refuse the performance of additional duties not originally identified by the renter.

## **Liability / Insurance**

Renter will be responsible for and will be required to reimburse the District for any damage to the school district property as a result of using school facilities. The school district will not assume any liability for injury to persons which occurs on school district premises, and will not be responsible for personal property lost or damaged on school premises. A Certificate of Liability Insurance evidencing a minimum of \$500,000 liability insurance and naming Tonganoxie Unified School District 464 as an additional insured will be required of renters. In general, liability insurance is not required for outdoor events but there are certain outdoor activities for which liability insurance may be required. If food is prepared or served on school district premises, a Certificate of Liability Insurance can be issued by the renter or the caterer. If carnival or amusement rides are offered on school premises, the renter or the owner of the rides is required to provide said Certificate in the amount of \$500,000 which names Tonganoxie USD 464 as an additional insured. PTA/PTO/ Booster clubs are not required to provide liability insurance. However, in the event the District is exposed to any liability as a result of a PTA/PTO/Booster Club event on District premises, the District reserves the right to require liability insurance for use of School District facilities.

## **Weather**

In the event that school is canceled due to inclement weather, all rentals are canceled. In the event that school is held, but after-school activities are canceled due to inclement weather, all permits will be canceled. In addition, if the school closing date is a Friday, the permits on Saturday will resume as scheduled. In case of inclement weather, the renter will be responsible for all custodial charges associated with the removal of snow/ice or extra labor associated with cleaning floors, etc. at the conclusion of the event.

# **Tonganoxie USD 464**

## **FACILITY USE FEE GUIDELINES**

**Charges for groups using Tonganoxie Public School Facilities are based on the following rate schedule.**

Example groups are provided; however, category placement will be determined by the Superintendent or designee.

### **School related organizations, special civic/city functions, and philanthropic groups.**

(PTA, PTO, 4-H, Boy Scouts, Girl Scouts, city, civic related)

- No Charge (if after business hours custodial overtime may apply)

### **Private and other community groups**

(Pick-up basketball groups, churches, sport groups, clubs, dance groups, family reunions)

- Elementary General Areas: Minimum charge for first two hours - \$50.00  
(\$25 for each additional hour)
- Elementary Gym/Kitchen Area/Cafeteria: Minimum charge for first two hours - \$60.00  
(\$30 per additional hour)
- Secondary General Areas: Minimum Charge for first two hours - \$60.00  
(\$30.00 for each additional hour)
- Secondary Gym/Kitchen Area/Cafeteria: Minimum charge for first two hours - \$100.00  
(\$50 per additional hour)

### **For-profit groups**

(Sport camps, business related, situations where admission is charged)

- Elementary General Areas: Minimum charge for first two hours - \$80.00  
(\$40 for each additional hour)
- Elementary Gym/Kitchen Area/Cafeteria – Minimum charge for first two hours - \$100.00  
(\$50 per additional hour)
- Secondary General Areas: Minimum Charge for first two hours - \$100.00  
(\$50.00 for each additional hour)
- Secondary Gym/Kitchen Area/Cafeteria – Minimum charge for first two hours - \$150.00  
(\$60 per additional hour)
- **Additional charges for custodial service, kitchen use and overtime may apply in some situations**

**Fees are due at the time they are assessed. Make checks payable to USD 464 and send to:**

Facilities and Grounds  
Tonganoxie USD 464  
PO Box 199  
Tonganoxie, KS 66086

**If additional costs are incurred during the actual event, a follow-up invoice for additional fees will be sent to the renter.**