

**South Sioux City Community Schools
APPLICATION FOR USE OF SCHOOL FACILITIES**

THIS AGREEMENT is entered into by and between South Sioux City Community Schools (hereinafter "District") and the following organization and/or individual (hereinafter "User"):

Organization/Individual: _____ **Date:** _____

Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Contact Person: _____ **Phone Number:** _____ **Email:** _____

Alternate Contact: _____ **Phone Number:** _____ **Email:** _____

WHEREAS the User desires to use the following facilities and/or equipment of the District on the date(s) and time(s) and for the purpose(s) noted below:

Purpose: _____

Anticipated Attendance: _____ **Admission/Fee Charged (Y/N; if Y explain):** _____

School Building: _____ **Areas:** _____

Dates & Times Requested:

<u>Dates (From – To)</u>	<u>Time (From – To)</u>	<u>Repeating</u>	<u># of weeks</u>	<u>Additional Comments</u>
_____	_____	Yes No	_____	
_____	_____	Yes No	_____	
_____	_____	Yes No	_____	
_____	_____	Yes No	_____	

Equipment Requested: _____

Special Requests: _____

Certificate of Insurance (Y/N) if Y, attach to application, if N, please explain: _____

Applicant shall procure, at its own expense, a Comprehensive General Liability insurance policy naming the District as an additional insured. This policy shall be written with a minimum of \$1,000,000 Combined Single Limit per occurrence. A Certificate of Insurance evidencing coverage must be submitted prior to the Applicant's use.

WHEREAS the District is willing to grant to the User the use of such facilities and/or equipment subject to the following charges and all other provisions of this Agreement (to be completed by District, using [Fee Schedule](#)):

Space Rental	\$
Processing Fees	\$
Monitoring Fees	\$
Access Fees:	\$
Personnel Charges:	\$
Security Charge:	\$
Other Charges:	\$

Total Fees and Charges: \$ _____ Payment Due By: _____

NOW THEREFORE, it is agreed by and between the parties as follows:

This application is subject to the terms of the Board's Community Use of School Facilities Policy ("Policy"). The terms and conditions of the Policy are incorporated into this application by reference. User accepts all such terms and conditions. The User agrees to (a) comply with all District policies, rules, and regulations that govern use of facilities; (b) to be financially responsible for any damages incurred to facilities, grounds, or equipment during the period of such use; (c) to have the Superintendent of Schools as the final determiner as to whether repair or replacement is the appropriate remedy for any damages; (d) to be wholly responsible for the supervision and control of all persons and activities during such use; and (e) to defend, protect, indemnify and hold the District harmless for any and all claims, suits, actions, damages, judgements, or causes of action arising out of or in any way related to such use. User assumes full responsibility and liability for any injuries.

User Signature

User Printed Name

Date

District Signature

District Printed Name

Date

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PAGE 2 - FOR DISTRICT USE ONLY - TO BE COMPLETED BY ACTIVITIES DIRECTOR OR DESIGNEE

Step 1: Identify Type of Organization and Type of Activity or Event

(Resource for verifying NE non-profit status: <https://nebraskaccess.nebraska.gov/websites/nonprofit.asp>)

- Event or activity that is designed to service students of the District or which is related to any function of the District, including approved school-community associations and school-affiliated non-profit groups.
- Tax-supported agency such as educational entity or unit of city, county or state government.
- Nonprofit community agency such as a private educational agency.
- Group in which the majority of the members reside within the District.
- Commercial Use
- Other. *Describe:* _____

Additional Comments: _____

Step 2: Check Availability

- Request received by Activities Director or designee
- Building Administrator notified and approval received
- Custodial Staff availability confirmed (email custodians, copy Director of Maintenance and Building Administrator)
- Kitchen Staff availability confirmed (if applicable) (email Food Service Director and Director of Business Operations)
- Tech Staff availability confirmed (if applicable) (email tech staff and Director of Technology)
- Scoreboard Operator availability confirmed (if applicable)
- Security confirmed (if applicable) (contact Police Department or Sheriff as applicable and confirm cost)
- Trash and/or toilet service (if applicable) (contact vendor, schedule and confirm cost)
- Board Approval (required for Commercial Use)

Step 3: Assess Charges and Fees

- Refer to [Community Use of School Facilities Fee Schedule](#)
- Use space below as notes for fee calculation (if needed), write fees on Page 1

Space Rental Fee x number of hours requested _____
Processing, Monitoring, Access _____
Custodial Cost _____
Security Cost _____
Other Cost _____

Additional notes regarding fees charged: _____

Step 4: Communicate with User

- Application Denied
- Application Approved
 - Certificate of Liability provided or explain _____
 - User confirms receipt of Facility Use Policy and signs form
 - Payment received and forwarded to Business Office
 - Key card access given (Y/N) if yes, key # _____ Expiration _____

Step 5: Post Use Evaluation

- Key card returned (if applicable)
 - Document feedback from User regarding condition of facilities, issues, etc.
 - Document feedback from District staff regarding compliance with Policy, agreed upon use, condition of facilities
 - Assess fees for damage (if applicable)
- _____

