

NORTHWOOD-KENSETT CSD
BUILDING USE APPLICATION

The undersigned entity makes application for the use of the school district facility or equipment as designated below. Please refer to Policy 906.1 to determine the proper use of school facilities and equipment. The entity is responsible for complying with the law, board policy and the administrative regulations. The entity must provide an Indemnity and Liability Insurance Agreement, prior to the use of school district buildings, sites, or equipment. The school district uses a keyless entry system for our school buildings. The doors are programmed to unlock and lock according to the times listed and you are responsible to be there while the building is open. If you are not going to be here as scheduled, the school needs to be notified so the building is not left unsecured at any time.

Building being requested: Jr./Sr. High School _____ Elementary _____

Will Use: Gym _____ Cafeteria _____ Classroom _____ Other _____
 Outdoor Concession Stand _____ Indoor Concession Stand _____

Date of Use: _____ Time: From _____ To _____

Time Doors Unlocked: _____ Time Doors Locked: _____

Name of Organization or Individual: _____

Purpose of Meeting: _____

Would like permission to bring into the building or on the school grounds: _____

Materials that will be required for meeting are: (Example: tables, chairs, public address, etc.) Be specific as to what is needed and the number needed: _____

Supervision of persons attending will be done by: _____

The undersigned, who is to be in charge of the activity, is 18 years of age or over and agrees:

- a. that he/she will be responsible to the Board of Education for the use and care of the school property;
- b. that the character of the activity will conform with that stated in the application;
- c. that the rules and regulations concerning the use of school facilities will be observed by his/her organization.
- d. that he/she will be responsible to check bathrooms (stools flushed, faucets turned off, floors picked up, lights off); all lights turned off; and doors secured.

School functions will always be given priority in scheduling events. All N-K School District facilities are smoke-free.

Signature: _____ Today's Date: _____

Address: _____

Phone #: _____ Email: _____

Approved by: _____ Date: _____

DAILY FEE SCHEDULE*: \$ _____

Non-profit Service Organization: no charge unless extra custodial service is required.

Recreational Organization: Gymnasium = \$15.00

For Profit Organization: Gymnasium = \$50 - 4 hours or less, \$100 – over 4 hours, \$100 deposit;

Cafeteria = \$40.00; Classroom = \$25.00; Concession stand = \$40.00

* All organizations and individuals using Northwood-Kensett Community School buildings are asked to make any and all payments for building use fees and/or custodial services to the Northwood-Kensett CSD, Business Office, PO Box 289, Northwood IA 50459

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT
INDEMNITY AND LIABILITY INSURANCE AGREEMENT

The undersigned, hereafter referred to as "entity," states that it will hold the Northwood-Kensett School District, hereafter referred to as "school district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the entity in the use of any facilities or equipment owned by the school district. In case any action is brought therefore against the school district or any of its officers, employees or agents, the entity will assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the school district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the entity.

The entity agrees to furnish and maintain during the usage of the facilities or equipment owned by the school district such bodily injury and property damage liability insurance as will protect the entity and the school district from claims or damages for personal injury, including accidental death, and from claims for property damages which may arise from the entity's use of the school district's facilities or equipment whether such operations be by the entity or by anyone directly or indirectly employed by the entity.

The entity will furnish the school district with a certificate of insurance acceptable to the school district's insurance carrier before the contract is issued.

Dated at _____, Iowa, this _____ day of _____, 20____.

(Entity)

By _____

Title _____

Address _____

By _____
Superintendent

By _____
Secretary