



Pittsburg Community Schools

Unified School District 250

DISTRICT-WIDE FACILITY USE PERMIT

This permit authorizes the use of the school facilities as listed. The person to whom this permit is issued agrees to accept responsibility for the care of the facility and the compliance with school board policy covering facility use by nonschool groups. (Policy KG)

PLEASE INDICATE REQUEST:

Lakeside George Nettels Westside Meadowlark PCMS PHS

Staff Development Center **Start Time:** _____ **End Time:** _____

Date(s) Needed: _____

Estimated Attendance: _____ **Admission Charged:** Yes No

List Specific Room(s) Needed: _____

Special Needs: _____
(Microphones, lecterns, tables, etc.)

Purpose of Building Usage: _____

Person to Whom Issued: _____

Organization: _____

Phone Number: _____ **Email:** _____

APPLICATION PROCESS

1. Requester submits completed form to school to receive building approval.
2. School sends to the district office for approval.
3. District office contacts applicant to arrange payment.
4. Form returned to requested building.
5. After event school provides any necessary feedback to district office.

FACILITY USE FEE _____ **COMMENTS:** _____

CUSTODIAN FEE _____ **COMMENTS:** _____

DEPOSIT _____

***BALANCE DUE** _____ *Payment is due when request is approved.

Renters will be responsible for and will be required to reimburse the school district for any damage to school district property as a result of using school facilities.

Insurance Required: Yes No

A Certificate of Insurance in the minimum amount of \$500,000 naming **Pittsburg USD 250** as additionally insured must be provided. If your insurance specifies "Damage to Rented Premises" you must show a minimum \$500,000 for each occurrence. Pittsburg USD 250 does not assume any liability of accidents occurring to participants or other individuals during schedule events; nor does the District assume responsibility of equipment left on the premises by outside organizations.

This form must be signed by the person to whom it is issued and presented by that person to the custodian on the date(s) shown. Please read all the provisions and guidelines related to this agreement.

I have read the **FACILITY USE AGREEMENT** and **RULES** and I agree that I will be responsible for full compliance with them.

Signature _____ Date: _____
(Person completing the form)

Approval:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:	_____	
Building Administrator Signature:	_____	Date: _____
District Administrator Signature:	_____	Date: _____

**USD 250
District Office**
PYMT RECEIVED
Amt: _____
Date: _____

THE USD 250 EMERGENCY CONTACT DURING YOUR EVENT IS:

Name: _____ Phone: _____