



GIRARD USD248 - Agreement for Use of Facilities

Group Representative: _____

Phone Number: _____

Nature of Activity: _____

Request for use of the: _____

Date(s) Requested: _____

Time(s) Requested: _____

Number Expected: _____

Organization Representative's Signature

Date

Approved by: Chris Swartz HS Assistant Principal / AD

Date

It is the policy of the board to grant and encourage maximum use of school facilities by responsible individuals and properly organized groups throughout the district so long as these activities do not interfere with the regular school program.

- 1) Use of the facility will be confined to the stated purpose. Users will be responsible for all persons entering the building regardless of whether or not they are members of that group.
 - 2) Use of alcoholic beverages and disorderly conduct will be **prohibited**.
 - 3) By law **smoking** or the use of **smokeless tobacco** is **not permitted** anywhere on USD248 property.
 - 4) Any damage to the building or contents will be paid for by the requesting group.
 - 5) Cleaning of the area used is the responsibility of the requesting group.
 - 6) **No food or drinks** are allowed in the building outside of the cafeteria.
- 1) Unless other arrangements are made with the Superintendent of Schools, we require that a custodian(s)/staff member(s) be present during your meeting and to clean up afterwards. There will be a charge of \$ 25 per hour for each custodian/staff member used. The number of custodians/staff members needed will be determined by the group size.

SPECIAL REQUESTS FOR BUILDING USAGE

Do you need the any of the following:

(Please Circle)

Auditorium

- | | | |
|---|-----|----|
| ▪ special lighting for the auditorium? | Yes | No |
| ▪ a presiding table on the floor? | Yes | No |
| ▪ a speaker stand/podium? | Yes | No |
| ▪ a microphone? | Yes | No |
| ▪ projection system? | Yes | No |
| ○ If yes, organization will need to provide their own device. | | |
| ○ If yes, please explain computer or connection type (<i>PC, MacBook, iPad, Chromebook</i>) (<i>VGA, HDMI, USB-C, etc.</i>) | | |
| ▪ sound system? | Yes | No |
| ▪ large flags and standards? | Yes | No |
| ▪ piano? | Yes | No |

Cafeteria

- | | | |
|---|-----|----|
| ▪ use of the kitchen? | Yes | No |
| ▪ will you be cooking? | Yes | No |
| ▪ will you need a special cleared area? | Yes | No |
| ▪ will you need chairs set up? | Yes | No |
| ○ if you need chairs, how many? _____ | | |
| ○ do you need them arranged? (<i>see Blank Cafeteria Layout attached</i>) | | |
| ▪ will you need tables set up? | Yes | No |
| ○ if you need tables, how many? _____ | | |
| ○ do you need them arranged? (<i>see Blank Cafeteria Layout attached</i>) | | |
| ▪ We can seat 300 people at a dinner or luncheon (5 per table). Additional chairs can be placed along the sides of the room. This will necessitate eating in shifts for numbers over 300. | | |
| ▪ a speaker stand/podium? | Yes | No |
| ▪ a microphone? | Yes | No |
| ▪ projection system? | Yes | No |
| ○ If yes, organization will need to provide their own device. | | |
| ○ If yes, please explain computer or connection type (<i>PC, MacBook, iPad, Chromebook</i>) (<i>VGA, HDMI, USB-C, etc.</i>) | | |
| ▪ sound system? | Yes | No |
| ▪ large flags and standards? | Yes | No |

If Yes, please explain. Also, any other special requests? (describe below)

RELEASE, INDEMNIFICATION, AND HOLD HARMLESS AGREEMENT

In consideration of being granted permission to use USD 248 facilities including but not limited to GHS/GMS auditorium, classrooms, and/or cafeteria on _____ at 700 S. Sinnett Street in Girard,
(Date)
Crawford County, Kansas, I, _____,
(Printed Name of Individual & Position)
of _____
(Printed Name & Address of Business/Organization)
do hereby release discharge USD 248 Girard schools, Kansas and its agents, employees, and representatives from any and all actions, causes of action, claims, demands, judgments, damages, liability, cost and expenses (including without limitation attorneys' fees and litigation expenses), which may result, directly or indirectly, due to my negligence or intentional actions or inactions arising out of my operation of the facilities of USD 248 on _____ in Girard, Crawford County, Kansas, and its agents, employees, and representatives,
(Date)
harmless from any and all actions, causes of action, claims, demands, judgments, damages, liability, cost and expenses (including without limitation attorney fees and litigation expenses), which may result, directly or indirectly, due to my negligence or intentional actions or inactions arising out of my operation of the facilities of USD 248 on _____ in Girard, Crawford County, Kansas.
(Date)

I further understand and agree that this release, indemnification and hold harmless agreement shall be binding upon my heirs, executors, administrators, trustees, personal representatives, agents, successors and assigns.

Business/Organization Name: _____ Date: _____

Signature of Participant: _____

Email: _____ Cell Phone: _____

USD248 BUILDING USE DOCUMENT (CAFETERIA):
PLEASE DRAW ON DOCUMENT AND SEND BACK WITH BUILDING USE FORM
NOTES:

GROUP NAME: _____

