

(This Form becomes the Rental Contract upon completion and acceptance of the building administrator.)

<b>REQUEST FOR USE OF SCHOOL FACILITIES- To Be Completed by the Requestor</b>			
Organization		Date of request	
Responsible Party (Name, Address, Phone)		Describe activity	
		Activity date (see note below)	Attendance expected
Building or Facility Requested		Start time	Ending time
Room(s) or Area		Requestor's signature and telephone number	
<b>AGREEMENT AND RELEASE- To Be Completed by Requestor</b>			
Statement	School Board Policies		Requestor Initials
I have received and read the following:	1. School Board Policy: KG - Use of School Facilities and Equipment		1.
	2. Terms and Conditions as stated in KG.		2.
	3. If necessary, insurance with 437 as additional insured included.		3.
<b>Estimated Fees - To be completed by building administrator</b>			
Facility and Personnel Required	Re-quired	Estimated Hours	Hourly Rate
<b>Cost (2-hour minimum charge)For labor only</b>			
Facility rental fee			
Custodian labor fee			
Food Service labor fee			
District technician fee			
Artificial turf staff supervisor fee			
Staff supervisor fee			
Administrative supervisor fee (paid directly to supervisor)			
Other fee			
<b>TOTAL COST</b>			
<b>AUTHORIZATION - To Be Completed by Building Administrator</b>			
Building administrator signature		Approval date	
<b>CHECK OUT- To Be Completed by Custodian on Duty After Activity and Responsible Party</b>			
Custodian signature		Damage noted.	
Responsible party		Comments	
		<b>Distribution of Contract Copies</b>	
<b>Checks are to be made payable to USD 437 and paid to the building administrator prior to event.</b> <b>**Please keep a copy of the rental agreement with the group during use.</b>		Copy No. 1	Building Administrator
		Copy No. 2	Activity Custodian
		Copy No. 3	Business Office
		Copy No. 4	**Requestor
		Copy No. 5	District Energy Specialist

**TERMS and CONDITIONS:**

- 1. Release and Waiver.** I, the undersigned Responsible Party, acknowledge that USD 437 will not supervise my use of the designated facilities, grounds, and equipment, and I will be responsible for the safety of the participants, facilities, grounds, and equipment. On behalf of all participants, I waive and release USD 437, and its employees from any claims or damages.
- 2. Indemnity and Defense.** I agree to indemnify and defend USD 437, and its employees, from all damages, claims, costs, expenses, including attorney fees, arising from the use of designated school facilities, grounds, and equipment, including but not limited to, personal injury or damages to equipment, grounds , or facilities.
- 3. Acknowledgement of School Board Policy.** I acknowledge that I have received and read a copy of the School board and administrative Policy concerning Use of Designated School Facilities, Grounds, and Equipment.
- 4. Insurance.** If then rental request is for multiple dates, please attach a schedule of dates and a valid insurance certificate listing Auburn-Washburn USD 437 as an Additional Insured for general liability indemnity coverage in the amount of \$500,000. The total contract period shall not exceed 90 days.

RESPONSIBLE PARTY

DATE

\_\_\_\_\_  
ADMINISTRATOR

\_\_\_\_\_  
DATE