

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

REQUEST FOR USE OF SCHOOL FACILITIES- To Be Completed by the Requestor				
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		
AGREEMENT AND RELEASE- To Be Completed by Requestor				
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.
Estimated Fees - To be completed by building administrator				
Facility and Personnel Re-quired	Estimated Hours	Hourly Rate	Cost (2-hour minimum charge)For labor only	
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				
TOTAL COST				
AUTHORIZATION - To Be Completed by Building Administrator				
Building administrator signature			Approval date	
CHECK OUT- To Be Completed by Custodian on Duty After Activity and Responsible Party				
Custodian signature			Damage noted.	
Responsible party			Comments	
Distribution of Contract Copies				
Checks are to be made payable to USD 437 and paid to the building administrator prior to event. **Please keep a copy of the rental agreement with the group during use.		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 the 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