

# POLK SCHOOL DISTRICT USE OF FACILITY APPLICATION

Today's Date: \_\_\_\_\_  
 School/Property Requested: \_\_\_\_\_  
 Building Administrator: \_\_\_\_\_  
 Administrator's Signature: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_  
 Area(s) Requested: \_\_\_\_\_  
 PSD Employee/Sponsor: \_\_\_\_\_  
 Date: \_\_\_\_\_

## INFORMATION ABOUT ORGANIZATION/INDIVIDUAL

Name of Organization \_\_\_\_\_ Organization's Representative \_\_\_\_\_  
 Time: \_\_\_\_\_ to \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Telephone: (Day) \_\_\_\_\_ (Night) \_\_\_\_\_ (Cell) \_\_\_\_\_

## INFORMATION ABOUT INTENDED USE OF FACILITY

Purpose of Use: \_\_\_\_\_  
 \_\_\_\_\_

Number of participants expected: \_\_\_\_\_ Are you charging a fee? \_\_\_\_\_ Fee Amount: \_\_\_\_\_

Is equipment required: \_\_\_\_\_ If needed, state what type and for what purpose: \_\_\_\_\_

## FEES

<b>Supervisory</b>	<b>\$30.00 per hour</b> (Must be a PSD Employee)
<b>Classroom</b>	<b>\$25.00 per hour/per room</b>
<b>Cafeteria</b>	<b>\$75.00 per hour</b>
<b>Kitchen</b>	<b>\$75.00 per hour</b> (includes \$50.00 per hour for Kitchen Supervisor)
<b>Gymnasium</b>	<b>\$75.00 per hour</b>
<b>Athletic Fields</b>	<b>\$75.00 per hour with \$225.00 minimum</b>
<b>Stadium</b>	<b>\$125.00 per hour with \$250.00 minimum</b>
<b>Hon Community Room</b>	<b>\$75.00 per hour</b>
<b>Cleaning Fee</b>	<b>\$175.00 (refundable if facility is left clean)</b>

## AGREEMENT

*The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/She agrees to be responsible to Polk School District for the use and care of the facilities. He/She, on behalf of the organization/individual noted above does hereby covenant and agree to defend, indemnify and hold harmless Polk School District from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Polk School District property, facilities and/or services by the organization/individual noted above. Long-Term use fees are to be negotiated with Superintendent.*

Signature of Organization's Representative/Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_