# Waterloo Schools LogoFacility Use Request Form

**Today’s Date Click here to enter text. Name of Organization/Group: Click here to enter text.**

**Type of Organization:** [ ]  **Non-Profit (\*proof will be required)** [ ]  **For-Profit** [ ]  **Government** [ ]  **Educational**

Please refer to Board Policy 900.9-R to determine the proper use of school facilities.

*If the request is approved, the requesting organization agrees to indemnify and hold harmless the Waterloo Community School District, its agents and employees from and against all loss and expenses, including attorney fees, by reason of liability imposed by law upon the owner for damages because of bodily injury, including death at any time resulting there from sustained by any person or persons or on account of damage to property, including loss of use thereof, whether caused by or contributed to by the Waterloo Community School District, its agents or employees.*

***All Waterloo School District Facilities are tobacco, vaping, and alcohol free.***

***Completed form must be received by the Waterloo Schools Designee at least TEN (10) DAYS prior to rental dates requested and payment received within FIVE (5) DAYS of rental approval e-mail or request may be considered canceled.***

**Representative Contact Information:**

**Name: Click here to enter text. Home Phone (include area code): Click here to enter text.**

**Address: Click here to enter text. Cell Phone (include area code): Click here to enter text.**

**City, State, Zip: Click here to enter text. E-Mail Address: Click here to enter text.**

**Dates of Use: Click here to enter text. Time Range of Use: Click here to enter text.**

**(List each date separated by comma) (Indicate from/to and am/pm)**

**Purpose of Use: Click here to enter text.**

 **Elementary Middle School / High School Other**

**Building(s)** [ ]  Becker Elementary [ ]  Bunger Middle School [ ]  Elk Run Preschool

**Requested**  [ ]  Cunningham Elementary [ ]  Carver Academy [ ]  Greenbrier

***(Check all that apply)*** [ ]  Highland Elementary [ ]  Central Middle School [ ]  Education Service Center

 [ ]  Irving Elementary [ ]  Hoover Middle School [ ]  Greenhouse @ Carver

 [ ]  Kittrell Elementary

 [ ]  Kingsley Elementary [ ]  WCC Reception / Commons

 [ ]  Lincoln Elementary [ ]  East High School [ ]  WCC Conference Room

 [ ]  Lou Henry Elementary [ ]  Expo High School [ ]  WCC Classroom

 [ ]  Lowell Elementary [ ]  West High School [ ]  WCC Collaborative Room

 [ ]  Orange Elementary

 [ ]  Poyner Elementary

 **Elementary Middle School / High School Outside Facilities**

**Area(s) of the** [ ]  Gymnasium\* [ ]  Gymnasium – Competition\* [ ]  Elementary Field

**Building(s)** [ ]  Cafeteria / Commons [ ]  Gymnasium – Practice\*

 [ ]  Kitchen [ ]  Cafeteria / Commons [ ]  Bunger Football Field [ ]  Sloane Stadium

**Requested for** [ ]  Classroom [ ]  Kitchen [ ]  Carver Academy Football Field [ ]  Memorial Stadium

**rent/use** [ ]  Library/Media Ctr. [ ]  Serving Area (HS ONLY) [ ]  Carver Academy Track

***(Check all that apply)*** [ ]  Multi-Purpose Room [ ]  Library/Media Ctr. [ ]  Hoover Football Field

 [ ]  Playground [ ]  Auditorium\* [ ]  Central Tennis Courts

 [ ]  Restrooms [ ]  Classroom

 [ ]  Other [ ]  Swimming Pool [ ]  East High Track [ ]  West High Track

 Click here to enter text. [ ]  Multi-Purpose Room [ ]  East High Practice Field [ ]  West High Practice Field

 [ ]  Locker Rooms [ ]  East High Baseball Complex [ ]  West High Baseball Complex [ ]  Weight Room [ ]  East High Softball Complex [ ]  West High Softball Complex

 [ ]  Aerobic Fitness Room [ ]  East High Tennis Courts [ ]  West High Tennis Courts [ ]  Wrestling Room [ ]  East High Hitting Facility [ ]  West High Hitting Facility

**If Auditorium is Requested\* If Gymnasium is Requested\***

# of seats on stage Click here to enter text. Basketball Hoops? [ ]  Yes [ ]  No

# of tables on stage Click here to enter text. Bleachers? [ ]  Yes [ ]  No

# of microphones Click here to enter text. PA System? [ ]  Yes [ ]  No

# of Music Stands Click here to enter text. Volleyball Nets? [ ]  Yes [ ]  No

Podium? [ ]  Yes [ ]  No Scoreboard? [ ]  Yes [ ]  No

Lighting/Sound? [ ]  Yes [ ]  No Floor Tarp? [ ]  Yes [ ]  No

 \*May Require Technician Other?

**Other Requested Services or Equipment**

PA System? [ ]  Yes [ ]  No Kitchen Equipment? [ ]  Yes [ ]  No Additional Equipment Requested or Comments?

Custodial Services? [x]  Yes [ ]  No Food Service? [ ]  Yes [ ]  No if yes, please specify.

Tables? [ ]  Yes [ ]  No # of Tables Click here to enter text. Click here to enter text.

Chairs? [ ]  Yes [ ]  No # of Chairs Click here to enter text.

Special Lighting/Sound? ☐ Yes [ ]  No Please Describe: Click here to enter text.

 \*May Require Technician

**Will Admission be charged?** [ ]  **Yes** [ ]  **No If yes, what is the admission fee: $Click here to enter text.**

**Is this a Fundraising Activity?** [ ]  **Yes** [ ]  **No If yes, who benefits from the proceeds: Click here to enter text.**

**What percentage of your participants are Waterloo Schools Students or Residents? Click here to enter text.%**

**Estimated # of Participants** [ ]  **Youth Click here to enter text.** [ ]  **Adults Click here to enter text..**[ ]  **Senior Adults Click here to enter text.**

**Name of Insurance Co.** Click here to enter text. **Policy #** Click here to enter text.

**Click here to enter text.** Date: **Click here to enter text.**

Signature of Applicant\*

\*This typed (electronic signature) has the same validity and meaning as my handwritten signature.

# After completing the Facilities Use Request Form (above), please carefully review that your request is complete and then fill out (ONLY) the highlighted sections in the Facility Use Agreement (below).

# Once the information provided on the Facilities Use Request form has been reviewed and approved by the Executive Director of Supplemental Services or representative a fee will be assigned based on the schedule provided in the Facilities Use Manual.

# You will receive a completed copy of both the Request and Agreement forms for your records and will be responsible for payment as indicated.

# Groups or individuals who make changes (cancellations, additions, or no shows) after a contract has been issued may be subject to facility use fees or additional facility use fees and/or future requests may be affected.

#  Facility Use AgreementWaterloo Schools Logo

Date: Click here to enter a date.

Organization: Click here to enter text. Representative Name: Click here to enter text.

***It is understood that the school district’s use has first priority and that should a school activity be required to be rescheduled (due to weather or extenuating circumstances), and displace a contracted facility user, every attempt will be made to accommodate the group renting the facility. If it is determined that the facilities will not be available, notice of cancellation or change of venue shall be given to the applicant as soon as possible with reasons for the cancellation or change of venue.***

***The requesting organization/representative agrees to indemnify and hold harmless the Waterloo Community School District, its agents and employees from and against all loss and expenses, including attorney fees, by reason of liability imposed by law upon the owner for damages because of bodily injury, including death at any time resulting there from sustained by any person or persons or on account of damage to property, including loss of use thereof, whether caused by or contributed to by the Waterloo Community School District, its agents or employees.***

***All community groups are responsible for their own insurance coverage. The district may require a certificate of insurance indicating liability insurance coverage with the minimum amount of $1,000,000 combined single limit of bodily injury and property damage liability with Waterloo Community School District prior to the first scheduled event. A certificate of insurance is not required from district employees or district volunteers when the activity is a district event.***

[ ] I have read and agree to follow all the policies, procedures, and guidelines outlined in the Facilities Use Manual

Click here to enter text. Date: Click here to enter a date.

Signature of Applicant\*

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Rental Fees

[ ]  Approved [ ]  Denied

Fee Schedule: 1 / 2 / 3 / 4 / 5 / 6 / Other Amount: $ Click here to enter text.

Click here to enter text. Date: Click here to enter a date.

District Director of Athletics and Activities or Designee

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[ ] Site Supervisor Required (Name: Click here to enter text. / Contact #: Click here to enter text.)

[ ] Proof of Insurance has been provided

[ ] Proof of Non-Profit Status has been provided