# 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?  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\*

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

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

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

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