

# Facility Use Request Form



Today's Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Organization/Group: \_\_\_\_\_

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

## Representative Contact Information:

Name: \_\_\_\_\_

Home Phone (include area code): \_\_\_\_/\_\_\_\_

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

Cell Phone (include area code): \_\_\_\_/\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Dates of Use: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(List each date separated by comma)

Time Range of Use: \_\_\_\_\_

(Indicate from/to and am/pm)

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

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.**

	Elementary	Middle School / High School	Other
<b>Building(s) Requested</b> (Check all that apply)	<input type="checkbox"/> Becker Elementary <input type="checkbox"/> Cunningham Elementary <input type="checkbox"/> Highland Elementary <input type="checkbox"/> Irving Elementary <input type="checkbox"/> Kittrell Elementary <input type="checkbox"/> Kingsley Elementary <input type="checkbox"/> Lincoln Elementary <input type="checkbox"/> Lou Henry Elementary <input type="checkbox"/> Lowell Elementary <input type="checkbox"/> Orange Elementary <input type="checkbox"/> Poyner Elementary	<input type="checkbox"/> Bunker Middle School <input type="checkbox"/> Carver Academy <input type="checkbox"/> Central Middle School <input type="checkbox"/> Hoover Middle School  <input type="checkbox"/> East High School <input type="checkbox"/> Expo High School <input type="checkbox"/> West High School	<input type="checkbox"/> Elk Run Preschool <input type="checkbox"/> Greenbrier <input type="checkbox"/> Education Service Center <input type="checkbox"/> Greenhouse @ Carver  <input type="checkbox"/> WCC Reception / Commons <input type="checkbox"/> WCC Conference Room <input type="checkbox"/> WCC Classroom <input type="checkbox"/> WCC Collaborative Room

	Elementary	Middle School / High School	Outside Facilities
<b>Area(s) of the Building(s)</b>	<input type="checkbox"/> Gymnasium* <input type="checkbox"/> Cafeteria / Commons <input type="checkbox"/> Kitchen <input type="checkbox"/> Classroom <input type="checkbox"/> Library/Media Ctr. <input type="checkbox"/> Multi-Purpose Room <input type="checkbox"/> Playground <input type="checkbox"/> Restrooms <input type="checkbox"/> Other _____	<input type="checkbox"/> Gymnasium – Competition* <input type="checkbox"/> Gymnasium – Practice* <input type="checkbox"/> Cafeteria / Commons <input type="checkbox"/> Kitchen <input type="checkbox"/> Serving Area (HS ONLY) <input type="checkbox"/> Library/Media Ctr. <input type="checkbox"/> Auditorium* <input type="checkbox"/> Classroom <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Multi-Purpose Room <input type="checkbox"/> Locker Rooms <input type="checkbox"/> Weight Room <input type="checkbox"/> Aerobic Fitness Room <input type="checkbox"/> Wrestling Room	<input type="checkbox"/> Elementary Field  <input type="checkbox"/> Bunker Football Field <input type="checkbox"/> Carver Academy Football Field <input type="checkbox"/> Carver Academy Track <input type="checkbox"/> Hoover Football Field <input type="checkbox"/> Central Tennis Courts  <input type="checkbox"/> East High Track <input type="checkbox"/> East High Practice Field <input type="checkbox"/> East High Baseball Complex <input type="checkbox"/> East High Softball Complex <input type="checkbox"/> East High Tennis Courts <input type="checkbox"/> East High Hitting Facility
<b>Requested for rent/use</b> (Check all that apply)			<input type="checkbox"/> Sloane Stadium <input type="checkbox"/> Memorial Stadium  <input type="checkbox"/> West High Track <input type="checkbox"/> West High Practice Field <input type="checkbox"/> West High Baseball Complex <input type="checkbox"/> West High Softball Complex <input type="checkbox"/> West High Tennis Courts <input type="checkbox"/> West High Hitting Facility

## If Auditorium is Requested\*

# of seats on stage \_\_\_\_\_  
 # of tables on stage \_\_\_\_\_  
 # of microphones \_\_\_\_\_  
 # of Music Stands \_\_\_\_\_  
 Podium? ☐ Yes ☐ No  
 Lighting/Sound ☐ Yes ☐ No

\*May Require Technician

## If Gymnasium is Requested\*

Basketball Hoops? ☐ Yes ☐ No  
 Bleachers? ☐ Yes ☐ No  
 PA System? ☐ Yes ☐ No  
 Volleyball Nets? ☐ Yes ☐ No  
 Scoreboard? ☐ Yes ☐ No  
 Floor Tarp? ☐ Yes ☐ No  
 Other? \_\_\_\_\_

## Other Requested Services or Equipment

PA System? ☐ Yes ☐ No Kitchen Equipment? ☐ Yes ☐ No  
 Custodial Services? ☐ Yes ☐ No Food Service? ☐ Yes ☐ No  
 Tables? ☐ Yes ☐ No # of Tables \_\_\_\_\_  
 Chairs? ☐ Yes ☐ No # of Chairs \_\_\_\_\_  
 Special Lighting? ☐ Yes ☐ No Please Describe: \_\_\_\_\_

\*May Require Technician

Additional Equipment Required/Comments? If yes, please specify. \_\_\_\_\_

Will Admission be charged? ☐ Yes ☐ No If yes, what is the admission fee: \$ \_\_\_\_\_

Is this a Fundraising Activity? ☐ Yes ☐ No If yes, who benefits from the proceeds: \_\_\_\_\_

What percentage of your participants are Waterloo Schools Students or Residents? \_\_\_\_%

Estimated # of Participants ☐ Youth \_\_\_\_\_ ☐ Adults \_\_\_\_\_ ☐ Senior Adults \_\_\_\_\_

Name of Insurance Co. \_\_\_\_\_

Policy # \_\_\_\_\_

Signature of Applicant\* \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

1. 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).
2. Once the information provided on the Facilities Use Request form has been reviewed and approved by the District Athletics and Activities Director or representative a fee will be assigned based on the schedule provided in the Facilities Use Manual.
3. You will receive a completed copy of both the Request and Agreement forms for your records and will be responsible for payment as indicated.
4. 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 Agreement

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

Organization: \_\_\_\_\_

Representative Name: \_\_\_\_\_

*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.

Signature of Applicant\*

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

\*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: \$ \_\_\_\_\_

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

District Athletics and Activities Director or Designee

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

☐ Site Supervisor Required (Name: \_\_\_\_\_ / Contact #: \_\_\_\_\_)

☐ Proof of Insurance has been provided

☐ Proof of Non-Profit Status has been provided