

COMMUNITY USE OF DISTRICT FACILITIES APPLICATION

Date of Application: _____

For-Profit
Non-for Profit (submit proof of
501(c)3 status)

Name of Organization: _____

Binding Representative of Organization: _____ Title: _____

Phone: _____ Email: _____

Billing Address: _____ City, State, ZIP: _____

Facility Use Request Details

Purpose of Facility Use (e.g. meeting, class, game, practice): _____

Dates	Day(s) of the Week	Times (include set-up /clean-up)	School Name	Space (room, field, gym)	Participants
					____ # Adults ____ # Youth
					____ # Adults ____ # Youth
					____ # Adults ____ # Youth



Please include any specific requests Including Equipment:

Will children/adults pay to participate in the event? ___Yes ___No

Will food and/or drinks be served? ___Yes ___No Vendors selling food and/or drink must be approved by Marketing and Community Relations and agree to follow board policy KF-EA

Signing below indicates my understanding that:

- Requests to use J.O. Combs facilities are to be initiated a minimum of ten (10) business days before the requested use. Requests made less than five (5) business days prior to event may not be accepted or approved.
- Payment of projected fees is to be received by the District office within five (5) business days prior to the use date. Fees may be paid only in Money Order, Cashier's, Personal or Business check. Late payments will incur an additional \$25 fee.
- A valid Certificate of Liability Insurance naming J.O. Combs USD as an "additional insured" must be received by the District office five (5) business days prior to the date of facility use. Minimum limits are one million dollars (\$1,000,000) for bodily injury and ten thousand dollars (\$10,000) for property damage.
- Failure to provide notice of change or cancellation within five (5) business days of the event will result in a \$25 fee.
- Smoking and the consumption of alcoholic beverages are prohibited on District property at all times (Policy KF-EA); food and drinks are not allowed inside the gymnasiums.
- A \$25 restroom supply fee may be applied depending on size and duration of events.
- A designated representative must have a copy of the rental permit while on site during the rental dates and times.
- When using the CPAC, the renter must abide by all terms and conditions contained in the Master Agreement (Appendix C).
- I have read and agree to abide by the information contained in the policy and exhibits of J.O. Combs policy KF Community Use of School Facilities.

Authorized Signature of Organization Representative _____