

## **REGULATIONS FOR USE OF SCHOOL FACILITIES**

1. School-sponsored and scheduled activities have first priority for facility use.
2. When facilities are not in use for school activities, they are available to organizations, teams, and groups from the Silver Lake Community, subject to the discretion of the Silver Lake BOE.
3. The board delegates to the district office the authority to approve or disapprove requests for the use of school facilities. Permission to use school facilities may be granted under the following guidelines:
  - a. A written form, available from the district office, must be completed and approved.
  - b. Teams wanting to use the gyms for practice must have at least 50% of their team made up of USD 372 Silver Lake students, unless following KSHSAA regulations.
  - c. There must be 1 adult for every 10 students.
4. If an activity is profit-making, a fee may be required according to printed board regulation.
5. Any expenses incurred by the district, other than utilities, must be reimbursed by the users. This includes any damage to district equipment and/or facilities.
6. Weight equipment should never be used without proper supervision and appropriate spotting provisions.
7. The signature below reflects person who will be responsible for the group or individual. By signing this request, the signee, on behalf of the group or individual, accepts all responsibility for accidents or injury to those individuals using USD 372 facilities under this agreement, and indemnifies USD 372, its officers and employees, from claims or loss, damage, or injury.
8. Weight room FOBS and keys are assigned to the individual requesting the facility. They are not to be transferred or shared with other individuals without the express consent and knowledge of the District Office.

**NOTICE:** FOB rental is \$15 and refundable when FOB is returned to district office.

Key rental is \$10 and refundable when key is returned to district office.

Please make sure building is left clean, lights turned off, & doors locked.

FOBS will not be activated until payment and deposit are received.

FOBS could be deactivated and deposit non-refundable due to abuse of facilities and disregard of regulations.

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Signature

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Date

## **USD 372 FACILITY REQUEST AND FEES**

Date: \_\_\_\_\_ Date Received by USD 372: \_\_\_\_\_

Person making request: \_\_\_\_\_

Group/Individual Involved: \_\_\_\_\_

Contact person responsible for facility: \_\_\_\_\_

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

Email address: \_\_\_\_\_

Number in Group \_\_\_\_\_ How many participants live in USD 372 district? \_\_\_\_\_

Equipment requested \_\_\_\_\_

### **FACILITY FEES**

College student summer weight room June-August: \$25

Weight Room: \$100 semi-annually

Grade School Gym: \$100 per session

JH/HS Gym : \$100 per session

Open Gym: \$100 per session

Mezzanine: \$100 per session

One Day Event: \$75.

Two Day Event: \$125

**SCHEDULE OF USAGE** Session start and end dates: \_\_\_\_\_

One Time Only \_\_\_\_\_ Weekly : Mon Tues Wed Thurs Fri Sat Sun

Time: \_\_\_\_\_

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### **Office Use Only**

PAID \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_

Fob Deposit: \_\_\_\_\_ FOB will not be activated until payment and deposit are received.

FOB # assigned: \_\_\_\_\_ FOB deposit refunded: \_\_\_\_\_

Principal's Signature \_\_\_\_\_

District Office signoff \_\_\_\_\_

