

CONTRACT FOR USE OF DISTRICT FACILITIES REQUEST FORM

Completing your request

- a.) Complete this form and submit to the appropriate building administrator.
- b.) It is understood that Eudora Schools transfers all liabilities to the requesting organization.
- c.) A Certificate of Liability Insurance for at least \$1,000,000 must be presented before this request can be processed. The Board of Education will not consider any requests for facility use until the district is in possession of proof of insurance.

Requesting organization: _____

Organization address _____ Phone (____) _____

We wish to use Eudora Schools facilities on (MM/DD/YYYY) _____ from _____ a.m./p.m. until _____ a.m./p.m. for the purpose(s) of _____.

Specify building:

- Eudora High School
- Eudora Middle School
- West Early Childhood Family Center (currently closed, but limited availability)
- Eudora Elementary School

Specify area:

- Gymnasium (\$50)
- EMS Auditorium (\$50)
- Kitchen (\$50)
- EHS Auditorium (\$250)*
- Classrooms (\$50)
- Commons (\$50)
- Gymnasium w/locker rooms (\$100)

Specify fields/grounds:

- Kerr Field (\$100)
- Parking lot (\$100)
- Grounds (\$100)
- EMS football practice field (\$100)
- Eudora District Stadium (\$100)
- Baseball (\$100)
- Softball (\$100)

**Regardless of use, rental of the EHS auditorium requires paying a district employee who is trained to operate the sound system.*

- We agree to pay directly any district employee(s) required to represent the district (see Board Policy KG), at a rate of \$25 per hour.
- We understand that payment of \$_____ will be due and payable prior to usage and date described above.
- We understand and agree that we will abide by all Eudora School District rules and regulations that apply to the facility or facilities to be used. See Board Policy KG for more information.
- Number of people expected to attend: _____ (Activities with 100 or more people must be approved by the Board of Education.)
- Is this a school-related organization? Yes No
- Is this a profit-making activity? Yes No
- Is this a non-profit fund raising activity? Yes No

I am requesting that the above rental fees (not employee wages) be waived for this request because _____

Organization's representative, to be responsible for facilities (please print): _____

Address _____ Phone (____) _____

Signature _____ Date _____

Signature of responsible district supervisor (district employee) _____

Signature of custodial employee to be present (if applicable) _____

Signature of food service employee to be present (if applicable) _____

Office use only: Building administrator's approval: Approved Rejected

Building administrator signature _____ Date _____

Routing for approval:

Activities Director _____ Head Custodian _____
Food Service Director _____ Operations Director _____

EUDORA SCHOOLS 
Unified School District No. 491