

Rush City Public Schools
PO Box 566
Rush City, MN 55069



EVENT INFORMATION & REQUIREMENTS

This event is:

- o School Sponsored (including PTO)
- o School Related (RCYSC, Concessions)

- Outside Groups:
 - o For Profit
 - o Non-profit*
 - o Community Based
 - o Recreation Leagues

*Non-Profit must submit a certificate of exemption with this request.

Event/Activity: _____

Event Date(s): _____ Will Admission Be Charged: _____

Event Start Time: _____ Event End Time: _____ Setup Begin Time: _____ Breakdown End Time: _____

Number of Adults: _____ Number of Children: _____ Age of Participants: _____

Name and phone number of adult that will be on site from setup to breakdown time:

Name: _____ Phone: _____

Preferred Facility: _____

Room(s): ☐ Gymnasium ☐ Art Room ☐ Theatre ☐ Classroom ☐ Media Center ☐ Computer Lab
☐ Commons ☐ Cafeteria ☐ Kitchen** ☐ Other:

Setup Needs: #of chairs:_____ #of tables:_____ Additional Needs:_____

****Requires completion of Kitchen Usage Request Form**

Name of school representative that will be **PRESENT AT ALL TIMES**: _____

AND/OR

Request/Require Custodian: ☐ Yes ☐ No (Minimum 2 hour shifts)

Name of Organization: _____
 Contact Name: _____ Email Address: _____
 Phone Number: _____ (home/business) Cell Number: _____
 Billing Address: _____

Company: _____ Policy Number: _____
Coverage Amount(s): _____ Coverage Dates: _____

*****Proof of insurance is required at least one week prior to event.***

I do hereby certify, in representation of the above named group, that I have read and will observe all rules and regulations on page 2 of this application. I understand that, by law and Board Policy, alcohol and controlled substances are forbidden on school premises and smoking is not allowed in the buildings or grounds and that abuse of this will cause eviction and loss of facility use. **I further understand that I am responsible for any damage that can be attributed to my/our use.** I agree and abide by these conditions. I understand I am responsible for providing proof of insurance one week prior to event.

Applicant's Signature: _____ Date: _____

The applicant agrees that the school district and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, attendees or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the school district, it's elected and appointed officers, directors, officials, employees, agents and staff from any and all claims, liabilities, damages, expenses or rights of action, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole gross negligence of the district.

RUSH CITY SCHOOL DISTRICT

Applicant's Responsibilities

1. **Timing:** An application for use of Rush City School District buildings or grounds must be made on school district forms at least 10 calendar days prior to the beginning date of the intended use. All applications must be complete.
2. **Approval:** Applicant must receive an approved copy of the application prior to usage.
3. **Insurance:** Applicant and the responsible representative(s) of the applicant organization must submit a Certificate of Insurance naming Rush City School District as additional insured with the application. Applicant must exercise the proper care in use of the school premises.
4. **Use:** It is the Applicant's responsibility to state on the application, in detail, the intended use of the facility.
5. **Payment:** Applicant must have prior use invoices paid in full before a new application will be considered.
6. **Damage:** Application for a school facility shall constitute acceptance by the Applicant of the responsibility for any damage done as a result of its use of school facilities. In the event damages occur, Applicant shall accept the District's estimate as to the cost to repair the damage.
7. **Gym Shoes:** Applicant group must wear appropriate shoes for activities for the duration of the activity when using gym.
8. **School Representative:** **A member of the District's custodial staff, or designee(s) approved by the Activities Director or Facilities Manager must be present for the duration whenever community activities take place within a building.**
9. **Supervision:** **In addition to School Representative(#8), the organization requesting use of school facilities, must provide constant adult supervision from beginning of set up time to the end of breakdown time.**
10. **Conduct:** Boisterous conduct, profane or improper language, use of alcoholic beverages, and other objectionable practices will not be allowed and must be controlled by the using organization. Smoking will not be permitted in or on any school district property per Policy #419. Alcoholic beverages, illegal drugs and narcotics are prohibited for possession or consumption on school premises and grounds.
11. **Clean-up:** Before leaving the building or grounds all groups will pick up, clean and put in order the facility used by them for their activity. The District reserves the right to assess charges against the Applicant for cost incurred in restoring the facility to its original state if the Applicant fails to do so.
12. **Cancellation:** Applicant will notify both the Facilities Manager and Athletic/Community Ed Department of any cancellation of previously scheduled facilities in ample time to plan according. In case of failure to do so, the District may bill for expenses incurred in preparation for use of the facilities requested.
13. **Inappropriate Use:** Applications will be disapproved for any use which, in the judgement of the Superintendent or Athletic/Community Ed Director may be contrary to the best interest of the schools or the educational program, or for which satisfactory sponsorship or adequate adult supervision is not provided. This shall include proper police and fire protection where necessary.
14. **Cancellation-Modification:** The District reserves the right to cancel any approved *Application for Use* and to refund any payment made for the use of school buildings or grounds where it deems such action advisable and for the best interests of the District, or to modify its policies at any time.
15. **Certification:** By signature of its representative below, Applicant certifies that it has read the application and attachments, understands the responsibilities contained herein and agrees to comply with and abide by the commitments set forth herein.
16. **Indemnification:** The undersigned representative(s) do hereby agree to indemnify and hold harmless Rush City School District #139 from any and all claims which may hereafter arise out of the activities involved with the use of School District property, per this application, which indemnity includes the duty to defend the School District against any such claims, or pay the cost of all reasonable attorney fees incurred by the School District if the School District deems it necessary that the School District provides its own defense.

User/Group Name: _____

Representative's Signature: _____ Date: _____

FOR SCHOOL DISTRICT USE ONLY

<input type="radio"/> Approved – No Charge	FEES:	Facility charge: \$ _____
<input type="radio"/> Approved With Charges		Equipment \$ _____
<input type="radio"/> Disapproved		Custodial \$ _____
<input type="radio"/> Remarks _____		Food Service \$ _____
<input type="radio"/> School Rep or Custodian: _____		Total \$ _____

Authorized Signature: _____ Date approved: _____

☐ Verified certificate of insurance ☐ Recorded on master calendar