

## REGULATIONS FOR USE OF USD 434 SANTA FE TRAIL 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 Santa Fe Trail School District, subject to the discretion of the USD 434 Santa Fe Trail BOE. The district office will establish 3 facility use sessions during the school year. Sessions will be for an hour at a time, a duration of 10 weeks. The availability and allowed activities of facilities will be determined by the district office. Costs of sessions will be established by the 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 students from USD 434 Santa Fe Trail, 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. USD 434 Santa Fe Trail patrons are limited to 1 session per activity period.
7. The signature below reflects the 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 434 Santa Fe Trail facilities under this agreement, and indemnifies USD 434 Santa Fe Trail, its officers and employees, from claims or loss, damage, or injury.

NOTICE: FOB rental is \$15 and refundable when FOB 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 434 Santa Fe Trail Facility Request Form

USD 434 Santa Fe Trail Facility Request and fees      Date: \_\_\_\_\_

Date Received by USD 434 Santa Fe Trail: \_\_\_\_\_

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

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

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

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

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

Number in Group \_\_\_\_\_ How many participants live in USD 434 district? \_\_\_\_\_

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

FACILITY FEES \$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: \_\_\_\_\_

\_\_\_\_\_

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 \_\_\_\_\_