



# FACILITY USAGE AGREEMENT

## Olathe Public Schools – USD #233

1500 W Hwy 56 – Suite B – Olathe KS 66061-5277  
 PH: 913-780-8196 FAX: 913-780-8189 EMAIL: [facilityusage@olatheschools.org](mailto:facilityusage@olatheschools.org)

Responsible Party \_\_\_\_\_ Group \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_

Building Requested \_\_\_\_\_ Alternative Building \_\_\_\_\_

Purpose of Rental \_\_\_\_\_

Total # in Attendance \_\_\_\_\_ # of Participants: Under 12 \_\_\_\_\_ 12-21 \_\_\_\_\_ Adults \_\_\_\_\_

Special Requests \_\_\_\_\_

Day	Date	Times	Room	Office Use Only	Office Use Only
		/			Building Supervisor
		AM/PM – AM/PM			
		/			Custodial Fees
		AM/PM – AM/PM			
		/			Folding Chairs
		AM/PM – AM/PM			
		/			Lane Dividers
		AM/PM – AM/PM			
		/			Microphones
		AM/PM – AM/PM			
		/			Security Personnel
		AM/PM – AM/PM			
		/			Tables
		AM/PM – AM/PM			
		/			Tech Adviser
		AM/PM – AM/PM			
		/			
		AM/PM – AM/PM			

**\*\*\*\*\* PLEASE SIGN FORM ON REVERSE SIDE \*\*\*\*\***

Unified School District #233, Johnson County, Kansas ("District") is pleased to be able to make buildings available for use by District patrons. We want your experience to be positive and pleasurable. We ask that each member of your group become familiar with all building usage regulations.

### **Facility Usage Regulations**

Direct all inquiries to the Office of Facility Usage, 780-8196, FAX 780-8189 or e-mail at [facilityusage@olatheschools.org](mailto:facilityusage@olatheschools.org). The District maintains first priority in the use of buildings, reserving the right to approve or deny requests. All confirmed events are subject to cancellation if the facility is required for District use or educational purposes.

List every date you are requesting. Providing a request with "weekly 10-2 through 5-30" may result in the request being returned to you and delay the approval process.

When the District approves your request, you will be notified by U.S. mail or via e-mail. Please allow **2-3 weeks** for approval. Requests are approved in the order they are received.

Do not ask for more time than you need. The District will not assess rental fees for dates which are cancelled for a school activity. A processing fee may be assessed for each change and cancellation initiated by you after approval of your original request.

Individuals, groups and organizations requesting building use must have an address within the boundaries of the School District, and a minimum of 75% of the users of the building must reside within the District's boundaries. If requested by the District, a list of participants' names, addresses and phone numbers must be submitted to the Facility Usage Office within ten (10) days of approval. The District reserves the right to request an update of the list at any time during the tenure of use. Failure to comply with the 75% user residency requirement may result in cancellation of the usage.

School facilities are not available for programs that the School District would not sponsor. Buildings are not available to individuals or groups for profit, personal gain, commercial interest or political meeting.

The user and his/her organization or group ("Responsible Party") shall be liable for damages or loss to the building or equipment.

Responsible Party will arrange for a certified lifeguard to be present in the poolroom for the entire reservation time. Lifeguard must provide valid proof of Red Cross or Boy Scouts of America certification.

Custodial services must be performed by District custodial/maintenance personnel.

The manufacture, dispensing, possession, use, consumption, or distribution of illicit drugs, alcohol, and/or tobacco on District property or at School District activities is prohibited.

Fees for use are invoiced the month following use and must be paid within thirty (30) days. Fees may be assessed at time of approval. Current fees are subject to change by Board of Education action.

Responsible Party must pay any necessary security and supervisory personnel provided by the District.

Forty-eight (48) hours WRITTEN NOTICE is required to the Office of Facility Usage when canceling any/all of approved use.

Please contact the Office of Facility Usage, 780-8196, if you desire a detailed copy of the District Facility Non-School Usage Policies as approved by the Board of Education. It is also available on the District web site.

**Note:** The Responsible Party agrees to indemnify and hold harmless Unified School District #233, its officers, agents, servants, and employees from any and all liability, damages, expenses, or attorney fees of whatever kind of nature arising out of your use of District facilities or property.

RESPONSIBLE PARTY:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization Name (type or print)

\_\_\_\_\_  
Signature of Individual