

Series 900 – Community Relations

Policy Title: USE OF FACILITIES – APPLICATION FORM

Policy Code No. 905.1E1

Newton Community School District
1302 – 1st Avenue West
Newton, Iowa 50208

Organization: _____ Date: _____

Representative: _____ Address: _____ Phone: _____

Person In Charge: _____ Address: _____ Phone: _____

School Building: _____ Type of Activity: _____

Principal: _____ Admission Charged or Donation? _____

Phone: _____ Certificate of Insurance: _____

Day of the Week: _____ Tentative Dates: _____ Hours: _____

Facilities: _____ Equipment Desired – Principal's Approval Required

_____ Gymnasium

_____ Public Address System

_____ Multi-Purpose Room

_____ Special Lighting

_____ Cafeteria

_____ Center for Performance Technician

_____ Kitchen

_____ Motion Picture Projector

_____ Center for Performance

_____ Large Movie Screen

_____ Classrooms

_____ Tables _____ # Chairs _____ #

_____ Other Facilities

_____ Kitchen Equipment

_____ Food Service Personnel @ Time & a Half

Rental Charge _____ Other Equipment _____

The organization agrees to comply with all school rules and regulations and Board of Education policies and to pay as directed the Newton Board of Education the charges stated on this permit. The organization should give the school building principal forty-eight hours' notice in case of cancellation.

The organization agrees to reimburse the Newton Community School District any and all injuries and damages occasioned or arising out of their use of school property.

The organization agrees to indemnify and hold harmless the Newton Community School District, its agents and employees from and against all loss and expense, including attorney fees, by reason of liability imposed by law upon the owner for damages because of bodily injury, including death at any

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time resulting therefrom sustained by any person or persons or on account of damage to property, including loss of use thereof, whether caused by or contributed to by the Newton Community School District, its agent or employees.

School authorities require a 50% deposit of the estimated rental fees to be paid at the time of application. A minimum refundable deposit of \$50 is required with all rentals. If the renter is a school employee that employee must take responsibility for the “clean-up” and the custodial staff will “sign off” on whether the facility meets the standard. If yes – deposit is returned. If no – the deposit is not returned and it is deposited in the school district general fund as rental revenue.

I hereby certify that I have full authority and have been authorized to sign for and on behalf of the above-entitled organization.

_____	_____
Board of Education Representative	Organization Representative
_____	_____
Date	Title

Date of Adoption 06/22/2020

Review Date

Revision Date