

Application and Fee Structure for Non-school Individuals and Organizational Use of Lathrop R-II School Dist. Buildings and /or Facilities.

Date of Application _____

Building/Facilities requested _____

Date(s) of Use _____ **Time of Use:** _____

Requested by: _____ **Person responsible:** _____

Phone Numbers# _____ **cell#** _____

Purpose of Use: _____

Special requests? (may result in extra set-up fees: example-tables-chairs set-up/use of kitchen/need custodian/use of sound system/projector)

Fee Schedule for use of District Buildings/Facilities

0-3 hours \$50.00

\$10.00 per hour over 3 hours

Custodian- \$15 per hour

Outdoor Lights - \$5/hour

The above individual/organization agrees to pay the fee established by the local school board. This fee is payable to the Lathrop R-II School District prior to the date to be used. It is understood and agreed that the person whose signature appears below is jointly and severally liable for any injury or damage thereto which directly result from the use of the facilities and is responsible for following all facility usage guidelines..

Ordinary wear and tear accepted. Replacement or repaired items will be charged to the same.

It is also understood that school sponsored events will take priority over any non-school events and non-school events may be bumped with very short notice. Usage fees will be waived for groups with over 50% Lathrop R-II Students, however custodial fees may still apply.

If requested, a certificate of insurance and/or hold-harmless agreement will be provided.

Signature of Applicant

_____ **Yes/No** _____ **Yes/No**
Sign & Approval of Building admin Sign & Approval of A.D.

Fee _____ **Key issued?** _____ **Date returned** _____

Certificate of Insurance provided _____ Hold-harmless agreement provided _____

COPIES TO: ATHLETIC DIRECTOR _____ CENTRAL OFFICE _____ MAINTENANCE DIRECTOR _____

Guidelines for Use of Facilities

General Expectations

- Make sure all facility usage requests are approved through the athletic director. We have many activities/groups that use our facilities, so it is extremely important to make sure you have a scheduled time in advance to avoid conflicts. You must abide by the time that is scheduled for your event, beginning and ending.
- Please make sure the areas you used are at least as clean as you found them, including getting all trash to the dumpsters before leaving. If you will be unable to do so, please make sure to hire a custodian.
- Please only use the area you specified in your facility usage request and make sure any children in attendance are supervised at all times and not allowed to freely roam the halls and classrooms.
- Make sure the sponsor is the last to leave. All participants should be gone before the sponsor leaves. The sponsor is responsible for everyone in attendance until they have gone home. A good rule of thumb: **the sponsor is the first one there, and the last one to leave.**
- Please report any accidents, equipment problems, and/or incidents to the building level office ASAP, preferably the morning of the first business day following your event.
- Pets other than animals registered for accessibility purposes are not allowed without prior approval at any district facility.
- School activities will have priority on facilities. If there is a conflict of schedules, the non-school group using the facilities will be moved to a later time or cancelled.
- In case of inclement weather, the school district reserves the right to prohibit the use of the school facility.
- Master keys will not be issued for school facilities. Only approved school employees will have keys to unlock and lock facilities.
- Teams/groups must have updated liability insurance and each participant must sign an accident waiver form before a facility is utilized.
- If 50% of students in a group are from the Lathrop School District, usage fee's will be waived. Custodial fees may be charged if clean-up is necessary.

Specific Expectations for Gymnasiums

- Sweep and clean the before and after each session. Sweeping prior to the activity reduces wear on the floor, and sweeping after keeps our facilities looking clean for the next group entering.
- Only “indoor” balls are to be used. Including only indoor baseballs or softballs
- Make sure any equipment used does not scratch the finish of the floor.
- All students/participants **must be supervised at all times**. They **will not** be allowed to “wait around” the school for their activity to start. A plan must be in place to prevent this from happening. Students are not to be out in the halls at any time, they should remain in the gym during the practice except to get a drink or use the RR. Children of the sponsor or siblings of the participants that are not a part of the practice should not be present, but if they are, they need to remain in the gym during the practice.
- Please make sure that only shoes with non-marking soles are used on the gym floor.

Specific Expectations for Baseball/Softball Fields

- **No sunflower seeds or in-shell peanuts.** These are incredibly hard to remove from the turf, and they blow onto the turf from the softball field.
- Do not hang bats or instructional equipment on fence or use the fence for any type of hitting drills.
- Hitting drills or stations are not allowed on outfield grass areas.
- Fill in any worn spots from pitching/hitting/etc. on infields when finished.
- After use teams must rake used areas of the field including bull pens, and fix any over used areas.
- Do not allow players to “dig in” at the plate creating divots in the batter’s box.
- Fill dirt for softball field batter’s boxes and pitchers circle are behind right field fence. Sweep out divot, fill with new dirt, tamp, then rake Turface over the area.
- Rubber infill for baseball batter’s boxes and pitcher’s mound is in the dugout storage box.
- Teams must provide their own throw down bases to be used during the offseason of the softball/baseball fields.
- Teams must pick up any trash in the dugouts or stands after each use.
- Players/students are not allowed to sit on top of the wood benches with cleats in dugouts.
- Only baseball or softball equipment are allowed on the field and playing surfaces.

Specific Expectations for Football Field

- **No sunflower seeds or in-shell peanuts.** These are incredibly hard to remove from the turf.
- No food or sugared drinks on the turf. These items don’t go away as easily as they would on dirt/grass.
- No sharp objects should be used on the turf. Take care that nothing you use will make a hole or dent in the turf. It’s basically carpet over gravel so keep that in mind.
- No: Weightlifting equipment, golfing, fireworks, bicycles, vehicles, spikes or metal cleats.

The following is the list in order of what groups will have priority for use of facilities:

1. Lathrop R-II events will take priority over any other event and may “bump” non-school events.
2. The City of Lathrop events and city sponsored youth events. (LBSA, CRBC)
3. Non-school or youth groups with over 50% Lathrop R-II Students
4. Other KCI Conference Schools (will be charged)
5. Non-school youth groups with less than 50% Lathrop R-II Students
6. Non-school youth groups with 0 Lathrop R-II Students

I have read and I understand the above guidelines for using the Lathrop School District facilities. I also understand that I may be charged a fee and/or and that the group I represent or myself may not be allowed to use the facilities in the future if the guidelines are not followed.

Printed Name of Group

Printed Name of Individual Responsible

Signature

LATHROP R-II SCHOOL DISTRICT
USE OF FACILITY HOLD HARMLESS AGREEMENT
(Individual)

Lathrop R-II School District owns the property/facility that _____
(name of responsible person) will be using , not representing a school entity or function.

In consideration of the undertakings of the group mentioned above, Lathrop R-II School District does hereby give permission to use the facilities specified below, on the dates specified, and under the following terms and conditions.

(A) Facility/ location(s): _____

(B) Date(s) and Time(s): _____

(C) Person Responsible: _____

I, _____, (responsible person) agree to indemnify and hold harmless Lathrop R-II School District, its officers, Board members, employees, legal expenses, arising from personal injuries or property damage.

Date: _____

Signature of person (s) responsible: _____