

FACILITY USE APPLICATION
Lincoln Public Schools
Facilities and Maintenance
800 S. 24th Street • Lincoln, Nebraska 68510
Telephone (402) 436-1072 ext. 82036

<input type="checkbox"/>	F & M
<input type="checkbox"/>	School Office
<input type="checkbox"/>	Building Supervisor
<input type="checkbox"/>	User
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

_____ Date

PERMIT IS GOOD FOR CURRENT SCHOOL YEAR ONLY

- Name of Building Requested: _____
- Organization Applying: _____
- Applicant's Name: _____ Contact E-mail: _____
- Address: _____
Address City State Zip Code Phone Number

If permit is granted, applicant agrees to assume total liability for all damages.

_____ Applicant's Signature _____ Date

Applicant by signing below agrees to all additional terms and conditions of use as set forth below and on the following page which are hereby incorporated herein by this reference as though set forth in full. You should read these carefully. Your signature on this application signifies you have read and agree to all such terms and conditions. If permit is granted, applicant agrees to assume total liability for all damages or injury to persons or property by reason of such facility use. Applicant further agrees to and does hereby indemnify the school district from and for any claims, demands, losses, injuries or damages to persons or property which may be sustained by reason of the use of the approved facilities together with reimbursement for any legal fees or costs incurred as a result of any such claim or demand.

READ CAREFULLY

The above is hereby authorized to use the facility specified and agrees to conform to school district policies and regulations. The above also agrees to be responsible for the actions of participants during the period approved for use and accepts full responsibility for any damage to school property as a result of this use.

- Users may be charged a user fee after use of the facility. Charges are determined by the room/s rented and how many hours of overtime and how many custodians are used for an activity. If you have a question about possible overtime charges—direct those questions to building staff.**
- Permit is only valid if signed by building principal and administrator.
- Parent-teacher associations using the building for fund-raising purposes must confine the activities of the event to the area designated on this permit.
- Only soft-soled shoes are permitted on gymnasium floors.
- Schools may not be available on nonschool days. You'll need to check with building principal.
- Schools will NOT be available to outside groups (including rentals) on District Closure and School Closure days.**

NO SMOKING IS PERMITTED IN SCHOOL BUILDINGS OR ON SCHOOL GROUNDS AT ANY TIME.

Facilities needed—specify room number(s), date(s) and time(s)

Date	Day	Time		Room
		From	To	
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	

Facilities are available as requested.

1. Activity for which facility is requested *(check appropriate boxes)*

- Youth Adult
- Athletic or Recreation
- Instructional Class
- Performance or Rehearsal
- Organization Meeting
- Social Function
- Fund Raiser
- Equipment Request (list) _____
- Lifeguard (name, address, phone) _____
- Other _____

- Will admission be charged? Yes No
- Will kitchen be used? Yes No
- Certificate of insurance is included Yes No
- Special Needs? Yes No
- Additional Comments

_____ Building Principal's Signature

IF APPROPRIATE INSURANCE COVERAGE IS NOT PROVIDED, BUILDING STAFF WILL BE NOTIFIED

See Terms and Conditions on following page.

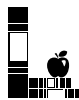
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TERMS AND CONDITIONS OF APPLICATION

If granted use of the facility, applicant, by signing this application, agrees as follows:

1. Applicant and all users under this permit will comply with all applicable federal, state and local laws, ordinances and regulations affecting the facility or affecting any use of the facility. Applicant shall also comply with all School District policies, rules, regulations, practices and procedures along with all building level handbooks, rules and guidelines that govern the use of this facility and which are in effect at the time of such use. For copies see generally the School District Website at: <http://www.lps.org>, or contact the building principal or administrator. The applicant agrees to comply with all these terms.
2. Facilities will not be available for uses which the staff determines are not consistent with school purposes, or District policies and regulations, or which may have an adverse effect upon the facilities being available as needed for school activities and programs, such as uses which may result in damage to the facilities or unacceptable difficulty in cleaning and maintaining the facility. The facilities will not be available for outside commercial activities or non-community type uses such as wedding receptions, slumber parties, personal use and similar activities, or any activity deemed inappropriate by the Assistant to the Superintendent for facility use.
3. All uses and users must comply with established Lincoln Board of Education policies concerning nondiscrimination and use of the facilities. No alcohol, drugs or tobacco will be used at the facility. All meetings shall be open to the public. Meetings may not be secret, closed or exclusive. If a fee is charged, anyone who pays the fee must be admitted.
4. No use of building space will be permitted without the presence of a District employee. That is, groups will not be allowed in a building when it is closed and otherwise unoccupied.
5. The applicant or any user shall not assign or sublet the facility or any part of the facility to any other user. Applicant and any user shall be responsible for using the facility for the purpose described in the facility use application form.
6. In the event that tickets are issued for any activity, they shall not be sold or disposed of in excess of the seating capacity of the facility being used.
7. The concession facilities and equipment shall not normally be available for use and shall only be provided at the discretion of the building principal or the principal's designee. Kitchen equipment will not normally be available. If the principal or the principal's designee does grant the use of some kitchen facilities, the use shall require that a Lincoln Public Schools food service employee will be in attendance during the use of any such equipment and all costs and expenses incurred by the District in providing for such an employee shall be borne by the user.
8. The District will not be held liable for any damages, direct or consequential, if for any reason, the facilities agreed upon are not made available.
9. An approved lifeguard with cardiopulmonary resuscitation training shall be in continuous attendance during any use of swimming pools. The name, address and phone number of such lifeguard shall be given on the first page of the facility use application and a copy of the lifeguard(s) certificate provided. All costs and expenses incurred in providing for the lifeguard shall be borne by the applicant or user.
10. Use of special lighting in the high schools is handled through the drama or music department. Applicants or users should make separate arrangements with the principal or the principal's designee for any such stage lighting which shall be provided only at the discretion of the principal or principal's designee. Likewise, separate arrangements may be necessary with regard to use of any other equipment, items, space or personal property of the District.
11. Mechanical equipment, motors or machinery, candles, oils, burning fluids, camphine, kerosene, naphtha or gasoline for either mechanical or other purposes or any agent other than electricity for illuminating may not be used on the premises without a specific separate request and permit by the Assistant to the Superintendent. In no event will any use or activity be allowed which conflicts with the insurance policy upon the facility or increases the rate of insurance upon the facility.
12. Under no circumstances shall any nails, hooks, tacks or screws be driven into any part of the building or in any other manner any portion of the building be defaced or damaged. The applicant shall be responsible and liable for any damage to the facility or any property or equipment of the School District located thereon. Failure to promptly reimburse the District for any such damages shall result in cancellation of the use permit and shall be grounds for denial of future applications. If any user or organization's use of the premises results in severe damage to the premises or to property or equipment located upon the premises, the same shall constitute a basis for future denial of use by the organization.
13. Neither the School District nor any of its employees shall have any responsibility for any property brought onto or placed in the facilities by the applicant or any user.
14. Lincoln Public Schools shall be indemnified for any claims, demands, losses, injuries or damages to persons or property which may be sustained by reason of the use of the approved facilities together with reimbursement for any legal fees or costs incurred as a result of any such claim or demand. Proof of liability insurance may be required.

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2011-2012

LINCOLN PUBLIC SCHOOLS FACILITY USE RATE SCHEDULE

FACILITY	COMMUNITY Rental fee	COMMERCIAL Rental fee
All Classrooms	\$10	\$20
Cafeteria		
Elementary & Middle School	\$50	\$100
High School (Chair setup \$25 per 100 chairs)	\$100	\$175
Auditorium		
Middle Schools	\$150	\$275
High Schools	\$500	\$700
Black Box Only	\$100	\$150
Required Technician for Lighting and Sound	\$65 per hour	\$75 per hour
Commons	\$150	\$225
Forums (SW only)	\$100	\$175
Media	\$25	\$50
Equipment Rental		
Television	\$50	\$50
VCR	\$35	\$35
LCD Projector	\$15	\$15
Tape Recorder	\$25	\$25
CD Player	\$25	\$25
Follow Spot Light	\$15	\$15
Wireless Microphone	\$25	\$25
In-House Computer	\$25	\$25
Public Address System	\$25	\$25
Light Use Fee	\$25	\$25
Piano	\$25	\$25
Wrestling Mat	\$25 each	\$25 each
Gym Spaces		
Elementary Schools	\$25 per court	\$50 per court
Middle Schools	\$50 per court	\$125 per court
High Schools	\$90 per court	\$150 per court
Athletic Facilities		
HS Swimming Pools	\$25 per hour	\$50 per hour
Wrestling Room	\$50	\$100
Beechner Field	**\$175 per hour / \$500 per event	**\$200 per hour / \$750 per event
Stuart Field	**\$75 per hour / \$200 per event	**\$100 per hour / \$350 per event
Seacrest Field	**\$175 per hour / \$1500 per event	**\$200 per hour / \$3000 per event
Copple Meeting Room	\$50	\$100

**** There is a 2 hour maximum when renting athletic fields by the hour ****

- **Custodial overtime charges are \$35.00 per hour.** A minimum of 2 hours custodial fee will be charged for each use.
- Special Use Fee \$10.00 per hour applies to before and after school child care agencies.
- An air conditioning fee may be charged in addition to rental fees.
- If using the building on a nonschool day and snow removal is necessary, a snow removal charge may be assessed.
- A \$300 cleanup and damage fee will be assessed to any organization that allows food/drink in the auditorium.
- A \$300 cleanup fee will be assessed if glitter, paint or similar items are used.