

**Postville Community School District  
John R. Mott High School  
USE OF FACILITIES APPLICATION FORM**

The buildings, sites, and equipment of the Postville School District may be made available for a fee to local nonprofit entities that promote cultural, educational, civic, community, or recreational activities. Such use will be permitted only when the use does not interfere with or disrupt the education program or school-related activity. The board reserves the right to deny use of the buildings, sites, and equipment to any group.

- All request from the non-school use for any facility should be made to the building principal who will in turn send it to the appropriate personnel (Central Office, Activities Director, Head Custodian, Media Specialist, and Applicant)
- It is within the discretion of the board to allow for-profit entities to use school district buildings and sites.
- The facilities will be made available only to organizations serving the local community.
- A school employee shall be in attendance or available on site. \*If the activity takes place during times other than a custodian's normal hours, the user must pay for this time. School personnel must be in charge when the school kitchens are used for meal preparation.
- Need for early access and/or late departure from time s of leased activity will necessitate payment for custodian for such coverage.
- A Rental Form must be signed for the use for the facility and the user fees provided for in the form must be paid to the Postville Community School District, 312 West Post, Postville Iowa 52162.
- Any damage to equipment or cost incurred for cleaning will be paid for by the user organization using the facility.
- A minimum of \$300,000 bodily insurance, \$1,000 medical insurance, and \$10,000 in property damage insurance coverage must be possessed by the group. The undersigned will hold the Postville Community School District harmless from any and all damages and claims that may arise by reason of any negligence on the part of the organization in use of any facility or equipment owned by the school district. In case any action is brought therefore against the school district or any of its officers, employees or agents, the organization using the school's facilities / equipment will assume full responsibility for legal defense thereof, and upon its failure to do so on proper notice, the school district reserves the right to defend such action and to charge all cost, including attorney's fees, to the entity.

**Meeting Planner Worksheet**

Contact Person: \_\_\_\_\_ Date of function: \_\_\_\_\_

Times: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Number of Attendees \_\_\_\_\_

Doors Unlocked at \_\_\_\_\_ to \_\_\_\_\_

**Gymnasium**

\$20.00 per hour

- |   |   |  |                                    |
|---|---|--|------------------------------------|
| <input type="checkbox"/> Theatre Style                    | <input type="checkbox"/> Conference style   | <input type="checkbox"/> Classroom Style |                                    |
| <input type="checkbox"/> Round Tables                     | <input type="checkbox"/> Rectangular Tables | <input type="checkbox"/> Gym only        | <input type="checkbox"/> Bleachers |
| <input type="checkbox"/> Concession Stand \$5.00 per Hour |   |  |                                    |

**Classrooms**

( ) Check desired room	<u>Maximum Capacity</u>	<u>Cost</u>
<input type="checkbox"/> High School Study Hall Gym Lobby	60 people Theatre Style	\$10.00 per-hour
<input type="checkbox"/> Regular Classroom	20 people Theatre Style	\$5.00 per-hour

**( ) Check desired equipment**

<input type="checkbox"/> Video Projector with computer	\$15.00	<input type="checkbox"/> 6' X 6' Screen	\$5.00
<input type="checkbox"/> TV / VCR	\$5.00	<input type="checkbox"/> Projector Cart	NC
<input type="checkbox"/> Microphone	NC	<input type="checkbox"/> Extension Cords	NC
<input type="checkbox"/> Standing Podium	NC	<input type="checkbox"/> Table Top Podium	NC
<input type="checkbox"/> Score Board	\$10.00	* <input type="checkbox"/> Custodial	\$15.00 per-hour

**Total Fee \$** \_\_\_\_\_ **Administrator's Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICANT'S SIGNATURE AGREEING TO RULES, RESPONSIBILITIES AND FEES:** \_\_\_\_\_

Copies are sent to: Central Administration, Activity Director, Head Custodian, Media Specialist, YMCA Director and Applicant