

**Postville Community School District
Fine Arts and Civic Center
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.

NO food or drink is allowed in seating area or stage areas of auditorium.

- There shall be NO alcoholic beverages or tobacco products bought or consumed in the buildings or on the grounds.
- 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

Date of function _____ Times: _____ Contact Person: _____

Name of Organization _____ Please Print Name _____

Telephone Number _____ FAX Number _____ Number of Attendees: _____

I need the doors unlocked at _____ time and be locked at _____

Fine Arts and Civic Center Room Setup

☐ Conference Style ☐ Theatre Style ☐ Classroom Style
☐ U – Shape ☐ Hollow Square Registration Table ☐ Yes ☐ No
☐ # _____ Round Tables (5 available) ☐ # _____ Rectangular Tables Head Table ☐ Yes ☐ No

() Check desired room

	<u>Maximum Capacity</u>	<u>Cost</u>
☐ South Conference Room	10 people theatre style	\$5.00 per-hour
☐ North Conference Room	35 people theatre style	\$5.00 per-hour
☐ Lobby	80 people theatre style	\$10.00 per-hour
☐ Auditorium	450 people	\$20.00 per-hour
☐ Auditorium / Lobby – Modified Stage	450 –500 people	\$25.00 per-hour

() Check desired equipment

☐ Video Projector with computer -	\$15.00	☐ *Custodial	\$15.00 per-hour
☐ Overhead Projector	\$5.00	☐ *Tech Director	\$25.00 per-hour
☐ 6 X 6 Screen	\$5.00	☐ Standing Podium	NC
		☐ Table Top Podium	NC
		☐ Projector Cart	NC
		☐ Microphone (2 available)	NC
☐ Portable Sound System (1 Wireless Handheld, 2 Wired Microphones, 2 Speakers)	\$10.00		

Exhibit Space

of Booths _____ Tables _____ # of Booths requiring electric _____

TOTAL Fee \$ _____ Administrator's Approval: _____ Date: _____

APPLICANT'S SIGNATURE AGREEING TO RULES, RESPONSIBILITIES, AND FEES: _____

Copies are sent to: Building Principals, Activity Director, Head Custodian, Media Specialist, Tech Director and Applicant

Approved: 1-12-04 Reviewed: _____ Revised: _____