

REQUEST FOR USE OF SCHOOL BUILDING OR GROUNDS

File: KG-E

Date \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
 (Name of Person)

with \_\_\_\_\_ has permission to use the following areas at \_\_\_\_\_  
 (Organization) (School)

for \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
 (Purpose) (Date) (Time)

\_\_\_\_\_ will be in charge of the group – Telephone Number \_\_\_\_\_  
 (Name of Responsible Person)

	<u>3-Hour Period</u>	<u>Each Additional Hour</u>
CHS	Gymnasium ..... 300.00	100.00
	Auditorium ..... 500.00	125.00
	Cafeteria ..... 200.00	50.00
	Kitchen ..... 150.00	50.00
	Media Center ..... 100.00	50.00
	Track Facilities ..... 1,000.00	per event/day
	Soccer Field ..... 1,000.00	per event/day
	Football Field ..... 1,000.00	per event/day
	Tennis Courts ..... 300.00	per event/day
CMS	Gymnasium ..... 300.00	75.00
	Cafeteria ..... 200.00	50.00
	Kitchen ..... 150.00	50.00
	Media Center ..... 100.00	50.00
	LGIA ..... 100.00	50.00
	Baseball Field ..... 500.00	(per event) 100.00
Elementary	Gymnasium ..... 100.00	50.00
	Cafeteria ..... 200.00	50.00
	Kitchen ..... 150.00	50.00
	Media Center ..... 100.00	50.00
Any Classroom.....	50.00	25.00

Time Doors to be opened \_\_\_\_\_

Time Event is over \_\_\_\_\_

Will anything be sold \_\_\_\_\_

Is there an admission charge \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Equipment Required \_\_\_\_\_

Concession Stand \_\_\_\_\_

(To be provided by Center Booster Club only)

Rooms or Areas \_\_\_\_\_ @ \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ @ \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ @ \_\_\_\_\_ \$ \_\_\_\_\_

The above would require: Custodial Services \_\_\_\_\_ hrs @ \_\_\_\_\_ \$ \_\_\_\_\_  
 Cafeteria Services \_\_\_\_\_ hrs @ \_\_\_\_\_ \$ \_\_\_\_\_  
 Auditorium Services \_\_\_\_\_ hrs @ \_\_\_\_\_ \$ \_\_\_\_\_  
 Stadium Coordinator Services \_\_\_\_\_ hrs @ \_\_\_\_\_ \$ \_\_\_\_\_

Total cost to be inserted after building has been used \$ \_\_\_\_\_

Personnel to be paid through the payroll office: Payment to be made to Center School District Business Office, 8701 Holmes Rd.  
 Kansas City, Missouri 64131. Make check payable to: Center School District #58.  
 (Please identify organization on check)

Note: Person making the application assumes responsibility for conduct and behavior of the group and care of the building. The organization must furnish written evidence of appropriate liability insurance coverage. In the event this request is canceled it is the responsibility of the organization to notify the Center School District Business Office in advance or the fee will apply.

**Acknowledgement: I have read the Regulations Governing Use of School Buildings and Grounds.**  Yes

Request Granted  Request Denied

- Organization  Building Principal
- Business Office  Supervisor of Building & Grounds
- Head Custodian

\_\_\_\_\_  
 (Signature - Person making request)

\_\_\_\_\_  
 (Signature - Athletic Office)

\_\_\_\_\_  
 (Signature - Building Administrator)

\_\_\_\_\_  
 (Signature - Director of Business)