

BURLINGTON SCHOOL DISTRICT RE-6J
FACILITY USE PERMIT

KF-E2

**One copy for each of the following- Permit user, School Principal, and District Bookkeeper (send check and permit together).

School: _____

DATE: _____

School Contact person: _____

Phone: _____

Renting organization: _____

Person responsible: _____

Phone: _____

Address: _____ Zip: _____

Activity: _____ Number of participants: _____

On site Supervisor: _____

Phone: _____

Fee category (check one):

General _____
Commercial _____

College/University _____

Non-Commercial _____

Space/Room	Day(s) of week	Time (am/pm)	# of hours per day	Rate per hour	# of days	
_____	_____	_____	_____	_____	_____	=
\$ _____						
_____	_____	_____	_____	_____	_____	=
\$ _____						
_____	_____	_____	_____	_____	_____	=
\$ _____						
_____	_____	_____	_____	_____	_____	=
\$ _____						

=\$ _____

SUB TOTAL:

=\$ _____

Custodial Personnel _____ Hours @ \$ _____

=\$ _____

Cafeteria Personnel _____ Hours @ \$ _____

=\$ _____

Total charges (payable to Burlington Public schools)

_____ Paid in advance – received by: _____
_____ to be billed

(Previous arrangement only)

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_____ Insurance information received (if needed)

Approved: _____ Date: _____

(Principal/designee)

I have read, understand and agree to comply with Burlington School District policy KF and regulations KF-R governing the use of school facilities (as summarized on reverse side) as well as all laws and regulations governing the Burlington School District regarding nondiscrimination.

Signature of person responsible: _____ Date: _____

Back of permit

SUMMARY OF CONDITIONS

1. **INSURANCE** school district property insurance and comprehensive general liability insurance do not extend to community or other groups utilizing school facilities. If group activities include any activity which would involve a liability exposure, the group representative is to be advised of the need to obtain liability insurance.
2. Use must be limited to assigned areas and adjacent halls and restrooms.
3. Permits are not transferrable to other persons or groups.
4. All applicable fire and safety laws must be observed. Open flame of any kind is specifically prohibited. Tobacco use of any kind is prohibited in buildings and on Burlington School District property. Exits and stairways must be kept free of obstructions. No equipment, decorations, or scenery shall be used in the buildings except as specifically stated in the permit. These materials must be of a slow burning nature.
5. Use or possession of alcoholic beverages and illegal drugs is prohibited. Failure to comply will be dealt with by local law enforcement agencies.
6. To the fullest extent permitted by law, the lessee agrees to defend, pay in behalf of, and hold harmless the Burlington School District, its elected and appointed officials, employees and volunteers and others working in behalf of the Burlington School District, against any and all claims, demands, suite, losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the Burlington School District, by reason of personal injury, including bodily injury, and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of lessee and/or in any way connected or associated with contract.
7. The Board of Education shall not be held responsible for any damage or loss which may occur to non-school property brought on the premises. Such property (as well as rubbish) must be removed from the facility immediately after the use or before such time as the materials will interfere with school activities.
8. **Cancellation Policy:**
The Burlington School District reserved the right to cancel Facility Use Permits should the space be needed for school or school-related activities. This privilege will be used only when necessary DUE TO UNAVOIDABLE CIRCUMSTANCES, and attempts will be made to offer alternative space.

The school district may revoke a permit at any time. When this occurs, appropriate financial adjustments will be made.

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