



**Mid-Prairie Community School District**  
P.O. Box 150, 1635 Hwy 22 East  
Wellman, IA 52356-0150  
Phone: (319) 646-6093 Fax: (319) 646-2093

**BUILDING, SITE, EQUIPMENT AND VEHICLE USE APPLICATION**

**SECTION 1 – Completed by individual or group/organization’s representative**

NAME OF ORGANIZATION \_\_\_\_\_

PERSON IN CHARGE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

FACILITY, EQUIPMENT OR VEHICLE TO BE USED \_\_\_\_\_

PURPOSE OF USE \_\_\_\_\_

DATE OF USE \_\_\_\_\_ HOURS OF USE \_\_\_\_\_

Will the kitchen equipment (ovens, stoves, etc.) be used? \_\_\_\_\_ Yes \_\_\_\_\_ No

Approximately, how many people will be using the facility? \_\_\_\_\_

Will the facility be used to raise funds? \_\_\_\_\_ Yes \_\_\_\_\_ No

If the facilities are going to be used for a fund-raiser, how much do you expect to gross?

If you expect to gross more than \$1,000, please list the intended uses for the funds.

If you are proposing to use an in-kind contribution in lieu of any fees that may be charged, please describe the in-kind contribution below.

1. Smoking is prohibited in the school buildings, grounds and vehicles.
2. No alcohol, liquor or illegal drugs shall be brought to or consumed in school buildings, grounds or vehicles.
3. Users may be assessed for any damage or other such unusual expenses arising from their use.
4. School buildings, grounds and vehicles are not to be used between midnight and 6:00 a.m. or before noon on Sunday.
5. Proper gym shoes shall be worn in the gym when it is used for athletic activity.
6. All damage should be reported as soon as possible to the district employee directly responsible for this use.
7. Kitchen equipment (ovens, stoves, dishwashers, etc.) shall not be used without a district cook present.
8. School recognized booster groups are eligible to purchase a rider on the district’s insurance policy at the expense of the booster group.

- 9. Improper use of the facilities or failing to follow board or administrative policies concerning the use of facilities is grounds for denial of future use.

The signature below indicates that the individual, group and/or organization understands and agrees to the preceding statements.

\_\_\_\_\_  
**Applicant/Organization Representative**

\_\_\_\_\_  
**Date**

**SECTION 2 – Competed by Principal or Activities or Transportation Director**

**NAME OF DISTRICT EMPLOYEE DIRECTLY RESPONSIBLE FOR USE:**

\_\_\_\_\_

**Where will this district employee be during time of use (including telephone number)?**

\_\_\_\_\_

**FEE FOR USE: \$ \_\_\_\_\_**

**DISTRICT PERSONNEL SERVICES THAT WILL BE NEEDED DURING THE TIME OF THE USE  
(WILL CHARGED TO THE USER)**

Service (Custodian, Cook, Bus Driver, Etc.)	Name of Employee

**ADDITIONAL COMMENTS:**

Bus Driver Charge of \$50 assessed for cancellations without timely notification – 24 hours prior to departure.

The district administrator signature below indicates that the use of district facilities is approved based on the conditions set forth in this application.

\_\_\_\_\_  
**District Administrator**

\_\_\_\_\_  
**Date**

**Copies: Applicant, Administrator, Business Manager, Employee Responsible for Use**



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**COMMUNITY USE OF DISTRICT FACILITIES  
INDEMNITY AGREEMENT**

The undersigned, hereafter referred to as the "Entity" states that is will indemnify and hold the Mid-Prairie Community School District hereafter referred to as the "District" harmless from and and all claims, causes of action, and damages that may arise by reason of any act or omission of the Entity in the use of any facilities, equipment, or vehicles owned by the District. This shall include the obligation to indemnify the District for reasonable attorneys fees in any claim or cause of action asserted against the District or any of its officers, employees, or agents, the Entity to do so after proper notice, the District reserves the right to defend such action and to be reimbursed by the Entity for all costs, including attorneys fees, by the Entity.

The Entity agrees to take all reasonable steps to obtain and maintain during its usage of the District's facilities, equipment, or vehicles such comprehensive general liability insurance as will reasonably protect the District and the Entity from claims for personal injury, including accidental death, and from claims for property damage which may arise from the Entity's use of District facilities, equipment or vehicles, whether such operations be by the Entity or by anyone directly or indirectly employed by or associated with the Entity. Such insurance shall name the District as a additional insured.

If required by District Policies and Regulations, the Entity will furnish to the District's central office a certificate of insurance acceptable to the District's insurance carrier before the entity may use the facilities, equipment, or vehicles.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**For the Entity**

By \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

**For the School District**

By \_\_\_\_\_

Title \_\_\_\_\_

**Mid-Prairie Community School District**  
**Community Use of Buildings, Sites, Equipment and Vehicles Fee Schedule**  
**Effective January 1, 2020**

**Buildings and Sites**

	<b>2 Hours or Less</b>	<b>More than 2 Hours</b>	<b>For Fund-Raising</b>
Youth Group	No Charge	\$14.00 per hour – starting with the third hour	\$14.00 per hour
Civic Organization	No Charge	\$14.00 per hour – starting with the third hour	\$14.00 per hour
Commercial Organization	\$35.00 per hour	\$35.00 per hour	\$35.00 per hour
Other Groups or Individuals	\$14.00 per hour	\$14.00 per hour	\$14.00 per hour
Employee	Depends on situation	Depends on situation	Depends on situation
Recognized School Booster Group	No Charge	No Charge	No Charge
Senior Recitals	\$14.00 flat rate	See flat rate at left	See flat rate at left

**Vehicles**

Buses -- \$1.25 per mile, Driver Charge is going rate for wages, taxes and IPERS (example \$18.78 as of 2/1/2020)

Vans and Cars – Per mile at the Internal Revenue Service rate minus \$0.20 for gasoline cost. Individual, group or organization will pay 100% of gasoline costs and return vehicle with a full tank of gas.

Bus Driver Charge of \$50 assessed for cancellations without timely notification – 24 hours prior to departure

Unless indicated, rates do not include costs for any school district personnel that are required.

Any individual, group or organization may propose an in-kind contribution to the school district in lieu of payment.

The school district will charge entities for repair or cleaning costs for district buildings, sites, equipment or vehicles that are left or returned in a damaged or unclean condition.