



# APPLICATION FOR THE USE OF USD 259 WICHITA PUBLIC SCHOOL FACILITIES BY COMMUNITY GROUPS

Date of Request: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_  
(if applicable)

Briefly describe the purpose of the organization:

Address of Organization: \_\_\_\_\_  
Street Address City State Zip Code

Contact Person Name: \_\_\_\_\_  
First Name Middle Initial Last Name Contact Person Phone #: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Please explain the program or activity for which the facility is requested for usage:

Select the first choice of school building/site you wish to use: \_\_\_\_\_ Select alternate choice: \_\_\_\_\_

List the specific part(s) of the building requested: \_\_\_\_\_ Select alternate choice: \_\_\_\_\_

Specify classroom(s) name or number (if known): \_\_\_\_\_

List any school equipment you wish to use: \_\_\_\_\_

List requested hours to be used (be specific): \_\_\_\_\_

Dates of use requested (beginning date or single use): \_\_\_\_\_ Is this recurring? Yes No End Date: \_\_\_\_\_

If recurring, what is the recurrence pattern: \_\_\_\_\_ Recurring every: \_\_\_\_\_

Will food or beverages be served or sold? Yes No Approximate number of people expected to attend: \_\_\_\_\_

Will admission be charged for this activity? Yes No If yes, explain how the admission will be collected (advance tickets, door charge, etc):

Will a free will offering be accepted? Yes No If yes, explain how the offering will be collected (donation box, collection plates, etc):

Explain briefly how any proceeds from this activity will be used:

**If this application is approved for use of school facilities, then the organization making this request will hereby agree to comply with Regulations Governing the Use of School Facilities by Community Groups as listed on the following page of this application. The organization also understands that proof of liability insurance is required when using any WPS facilities. A current copy of the organization's Certificate of Insurance is due at the time a signed Contract Agreement is returned to the Rental Services Office, if one is written. (see page 3 for requirements)**

Signature of Person Authorized to Sign Application \_\_\_\_\_  
(When typing your name and sending this application via email, you consent that this is your "signature" in lieu of physical paper)

Please sign and return this application via email (using "Email" button to the right) or print, sign, and return via U.S. Postal Service to:

Cindy David, Property Services Office  
Unified School District No. 259  
[FacilityRentals@usd259.net](mailto:FacilityRentals@usd259.net)  
903 S. Edgemoor – Rm. 207 Wichita,  
Kansas 67218  
316-973-4558

Email Form

If mailing via USPS, please retain a copy for your records.

WICHITA PUBLIC SCHOOLS -- UNIFIED SCHOOL DISTRICT NO. 259  
REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES BY COMMUNITY GROUPS

It is the philosophy of the Board of Education that all school properties belong to the general public and should be utilized by community groups and organizations to the fullest extent possible. In every instance building use fees established by the Board of Education are moderate in amount and are designed only to reimburse the school district for custodial, utility service, and general maintenance costs.

1. School facilities shall be used only by established organized community groups. All arrangements with such groups shall be made through the Business/Financial Services Division (Property Services) in accordance with the fee structure established by the Board of Education. Applications to use school facilities should be received at least two weeks in advance of the use date. Inquiries and contracts relative to the use of school facilities by community groups should be made to:

Wichita Public Schools - Property Services Office  
903 S. Edgemoor  
Wichita, Kansas 67218  
(316) 973-4558

2. No meeting shall be held in a school facility for the purpose of advancing any doctrine or theory subversive to the constitution or laws of the State of Kansas or the United States or for the purpose of advocating social or political change by violence.
3. The school district reserves the right to require sufficient time for full investigation of an application. Unusual requests may be reviewed by the school district before approval is granted for the use of school facilities.
4. Inaccurate or untruthful statements made in the application, or violations of regulations, may place the responsible person(s), organization, or both on an ineligible list. Subsequent applications of an ineligible person(s) or organization may be reviewed by the school district for determination of future rental privileges.
5. The person(s) or organization making application for the use of school facilities shall agree to indemnify the school district for any damage to school property by any person(s) participating in or attending the activity. In such instances the school district will invoice the using organization for all repair, replacement, and/or labor costs. Failure to pay such damages will be grounds for refusing future building use contracts.
6. The school district may require evidence of public liability insurance for the using group in an amount to be specified by the school district.
7. The person(s) or organization making application for the use of school facilities shall agree to hold harmless the school district, its agents, and employees from any and all claims or alleged injury to the person(s) or property of any participant(s) using the facility or property.
8. Contract Agreements shall not be transferable nor assignable.
9. The school district reserves first right for the use of its own property. Cancellations of Contract Agreements may be ordered by school authorities, with or without notice.
10. Holders of Contract Agreements may cancel the contract by notifying the school district's Property Services Office at least twenty-four hours in advance of the date to be canceled. For cancellation of Saturday and/or Sunday use dates, forty-eight hours notice is required (in case of an emergency contact school district security 973-2100).
11. Admission charges or collections are prohibited unless permission is specifically granted in the Contract Agreement.
12. The person(s) using a school facility must contact the principal of the building where the activity is to be held at least five (5) days prior to the first use date listed in the Contract Agreement. This must be done so that the organization and the building principal can be in complete agreement regarding the use of the facility. If this contact is not made the organization may not be permitted to use the facility.
13. Occupancy beyond the closing hour stated in the Contract Agreement will entail additional charges. In such instances the person(s) or the organization will be invoiced at one-third (1/3) the rate specified in the contract for each additional hour of occupancy.
14. All payments are to be made at least five (5) days in advance of the facility use date to the Cashier, Wichita Public Schools, 903 S. Edgemoor, Wichita, Kansas 67218. Checks are to be made payable to Unified School District No. 259. Failure to pay invoices will be grounds for refusing use of the facility.
15. A group is not to pay the custodian personally as custodial charges are a part of the building use fee. Building keys are never given to community groups. School custodians will open the buildings and remain to lock up after the group has departed.
16. The school district does not permit community groups to use school facilities on holidays or outside of the District's current operating hours.
17. School facilities will be utilized only as specified in the Contract Agreement or by the building principal.
18. Adequate adult supervision must be maintained at all times. Approved security officers shall be provided by the applicants when required in the Contract Agreement. Guards to prevent trespassing in portions of the building not rented must be provided when the contract or the building principal so directs.
19. Use of all tobacco products is prohibited in or on all school district property. The person(s) making arrangements for use of the building will be responsible for enforcement of this regulation.
20. Intoxicating beverages and illegal drug substances are not permitted in school buildings or on school premises.
21. Foods and soft drinks are not allowed in any auditorium with fixed seats. Special arrangements must be made with the building principal for the serving of foods or soft drinks in other parts of the school facility. Should this regulation not be followed, the using organization shall be invoiced for all cleaning costs.
22. Arrangements for special stage setups or use of certain school equipment must be made in advance of the facility use date. These arrangements are to be made with the building principal.
23. No electrical appliances may be used unless arrangements are made in advance with the building principal.
24. The use of recreation equipment rides and games is not permitted in school buildings or on school premises.
25. In order to fully utilize the high school swimming pools and at the same time take proper safety precautions, it is necessary that the pools be used only by such organizations as the American Red Cross, YMCA, YWCA, Wichita State University, local swim clubs, commercial firms providing swimming instructions, and other organizations of this type. Because of the heavy demand for use of these pools, it is necessary that they be used only for instructional purposes. All arrangements for the use of swimming pools must be made through the school district's Property Services Office. All instructors and leaders are required to have a Red Cross Water Safety Instructors' Certificate or a YMCA Leader Examiner Certificate.
26. Use of the school grounds by community groups must be approved by the school district's Property Services Office. A deposit of \$100 may be required to ensure compliance with city ordinances and guarantee that the grounds will be left clean and in good condition.
27. Weapons, firearms and other dangerous items as defined in BOE Policy 1466 are not permitted in school buildings or in/on school properties.
28. USD 259 does not discriminate on the basis of race, color, national origin, sex, handicap/disability, religion, or age. Persons having inquiries may contact the ADA and Section 504 coordinator 903 S. Edgemoor, Wichita, KS 67218, 316-973-4420.



## LIABILITY INSURANCE

Community groups holding activities in a District building or on District property will be required to provide special events liability insurance as a condition of contract. Liability insurance coverage will include:

- a. Bodily injury and property damage with a single combined limit of \$1,000,000.
- b. Hold harmless inclusion.
- c. USD 259 and its representatives listed as additional insureds.
- d. A Certificate of Insurance provided to the District in advance of use.