



FACILITY/EQUIPMENT USE APPLICATION

Organization _____ Applicant _____

Address _____ Phone No. _____ Email _____

Facilities/Equipment _____ Number of people expected _____

Date(s) Requested _____ Facility Start Time _____ Facility End Time _____

Event Start Time _____ Event End Time _____

Describe event planned (include subject, lecturer, etc.) and where equipment will be used:

Type of supervision provided: _____

Admission Charge \$ _____ Expected Net Income \$ _____

For what purpose will the proceeds be used? _____

PAYMENT OF RENTAL FEES: Rental fees shall be determined by the latest established rental rates and are payable in advance to Dallas School District #2 and/or the City of Dallas through the appropriate facility office.

AGREEMENT: The undersigned hereby makes application to Dallas School District #2 and/or the City of Dallas for use of school facilities described above and certifies the information given in this application is correct. The undersigned further states they have the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations of the Board of Directors and the principal of the school in which the facilities are requested. The applicant agrees to exercise the utmost care in the use of the school premises and property and to hold Dallas School District #2 and the City of Dallas harmless from all liability resulting from any use of said facilities. The applicant further agrees to reimburse the School District #2 for any damage arising from the applicant's use of said facilities. If activity is approved with the potential for building damage a \$500 deposit may be required. If building/room keys are issued as part of facilities use, said keys must be turned in to building at which they were issued to later than 24 hours following expiration of this agreement.

The undersigned understands this agreement may be canceled by the District as any time and that the District's use of facility takes precedence over the use by the applicant/organization.

The applicant agrees to comply with all applicable requirements of the American's With Disabilities Act pertaining to applicant's use of said facilities and to defend, indemnify and hold Dallas School District #2 and the City of Dallas harmless from all liability resulting from a violation of said Act.

The organization listed above is covered by _____ Insurance Company in the amount of \$ _____ for liability under policy _____

Insurance Agent's Name _____ Agent's Phone _____

Applicant Signature _____ Date _____

~~~~~FOR OFFICE USE ONLY~~~~~

☐ APPROVED Time from _____ to _____

☐ NOT APPROVED Date(s) _____

Supervisory/Custodial Fee \$ _____

Damage Deposit \$ _____

Facility Rental \$ _____

Other: \$ _____

Total Charge: \$ _____

Signature _____

Date _____

**Dallas School District After Hours
Emergency Contact
Fire - Smoke - Alarm - Medical - Police
Call 911 then 866-946-5317
Report a problem - Call 866-946-5317**

Issued Keys:

Key # _____ Key # _____ Key # _____

Applicant Signature _____

Key(s) Return Date: _____



December 12, 2013

Dear Patron:

As a result of the increased use and demand for indoor and outdoor school district facilities, we are reviewing our Facility Use Policy and Fee Structure which was originally adopted in August 2002.

We have been able to offset some of the rising costs of operating and maintaining our facilities due to many hours of volunteer labor and donated materials from our community members. Additionally, thanks to the voter approved maintenance bond, we have been able to renovate our heating and lighting systems which allow us to operate district facilities much more efficiently. The majority of the cost of utilities, repairs, and required improvements, however, has been absorbed by the district.

Our costs have escalated in the past 11 years and our fee schedule has remained unchanged. While we are not seeking to profit in any way from patron facility use, we are attempting to pass on the real costs associated with using our facilities which include electricity, custodial, and paper costs.

We have not come to this decision lightly. There have been many conversations involving staff, patrons, clubs, and community groups in an effort to ensure any changes we make be fair and equitable to all who use our facilities. While no decisions have been made to date regarding the new fee structure, we feel it is very important to communicate this potential change to anyone who may be using our facilities in the future.

Our hope is to continue to be able to offer you a venue which will benefit your program or event. Thank you for your understanding, cooperation, and support. We will continue to work together to do what's best for kids.

If you have any questions regarding these changes, please feel free to contact me. I can be reached at 503-623-5594 or via e-mail at kevin.montague@dsd2.org.

Sincerely,
Kevin Montague
Facilities Manager, Dallas School District