

**Application and Agreement for Use of School  
District of Manawa School Facilities**

The undersigned, being the authorized representative of \_\_\_\_\_, and on its behalf  
REQUESTS THE USE OF: \_\_\_\_\_ School. Location/room: \_\_\_\_\_

For the purpose of: \_\_\_\_\_

Dates: \_\_\_\_\_ Time: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Contact email: \_\_\_\_\_

Contact Address (for billing purposes): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The undersigned further acknowledges that s/he has read the rules and regulations of the Manawa Board of Education with respect to the use of the buildings and grounds, a copy of which is hereto attached, and hereby agrees that the above organization will abide by and comply with such rules and regulations.

It is mutually understood and agreed that the aforesaid use is permitted as a public service and, in consideration of the granting of permission for the use of the facilities above referred to by the Manawa Board of Education, the above organization hereby agrees to indemnify/hold harmless the Manawa Board of Education, its component members, employees, and agents from all costs, expenses, and claims therefore resulting directly or indirectly from or caused by accidents or incidents occurring on said school grounds or in said school building while used by this organization or for its purpose(s) on said date(s).

The undersigned for and on behalf of the above-mentioned organization, makes the following request for services or arrangements and agrees to pay the amount(s) indicated to the Manawa Board of Education.

**Check below the applicable services/arrangements required:**

- Rental Charge (amount specified by approving administrator) \$\_\_\_\_\_.
- The building school secretary has been contacted regarding availability.
- No rental charge or minimum custodial fee during regular custodial hours (specified by approving administrator).
- A minimum custodial fee of four hours will be charged beyond regular custodial working hours.
- Under provisions of school board policy this fee will cover use of single microphone and restricted stage lighting. Technical assistance will be required for the lighting system at the rate of \$10.00 per hour.
- Any concession sale/food preparation must be approved in advance by the food service director when the food service kitchen is requested. A member of the food service department will be hired for assistance in kitchen operations.
- Applicant is meeting the requirement of providing a certificate of insurance for attachment to the original of this form which names the School District of Manawa as additional insured for the date (s) of the event.
- The organization/applicant has no liability insurance. A written request for a waiver of the requirement to supply a certificate of insurance is attached.

\_\_\_\_\_  
Permission granted by: (signature of building administrator & title)

\_\_\_\_\_  
Date

**Please print and return request to building secretary.**

Waiver of Requirement for a Certificate of Insurance

On behalf of \_\_\_\_\_

I am requesting a waiver for liability insurance for the School District of Manawa.

During the time period of \_\_\_\_\_ our organization will be using the \_\_\_\_\_.

I/we do not have liability insurance and are requesting permission to waive this requirement. I/we indemnify the Manawa Board of Education and the School District of Manawa and all district employees from any costs and claims resulting from accidents or incidents occurring during the use of the district facility.

\_\_\_\_\_  
Organization Representative

\_\_\_\_\_  
Date