



# FACILITY USAGE AGREEMENT

## Olathe Public Schools – USD #233

1500 W Hwy 56 – Suite B – Olathe KS 66061-5277  
 PH: 913-780-8196 FAX: 913-780-8189 EMAIL: [facilityusage@olatheschools.org](mailto:facilityusage@olatheschools.org)

Responsible Party \_\_\_\_\_ Group \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_

Building/Field Requested \_\_\_\_\_ Building/Field (2<sup>nd</sup> Choice) \_\_\_\_\_

Purpose of Rental \_\_\_\_\_

Total # in Attendance \_\_\_\_\_ # of Participants: Under 12 \_\_\_\_\_ 12-21 \_\_\_\_\_ Adults \_\_\_\_\_

Special Requests \_\_\_\_\_

### FIELD REQUESTS

*Please use the 2 columns below for times*

Day	Date	Room/Field	Time	Field Access Time	Game Time
			/ AM/PM – AM/PM	/ AM/PM – AM/PM	/ AM/PM – AM/PM
			/ AM/PM – AM/PM	/ AM/PM – AM/PM	/ AM/PM – AM/PM
			/ AM/PM – AM/PM	/ AM/PM – AM/PM	/ AM/PM – AM/PM
			/ AM/PM – AM/PM	/ AM/PM – AM/PM	/ AM/PM – AM/PM
			/ AM/PM – AM/PM	<b>Office Use Only</b>	<b>Office Use Only</b>
			/ AM/PM – AM/PM		Turf Personnel
			/ AM/PM – AM/PM		Technician
			/ AM/PM – AM/PM		Scoreboard
			/ AM/PM – AM/PM		Soccer Goal Rental
			/ AM/PM – AM/PM		PA System
			/ AM/PM – AM/PM		Locker Rooms

Unified School District #233, Johnson County, Kansas (“District”) is pleased to be able to make buildings available for use by District patrons. We want your experience to be positive and pleasurable. We ask that each member of your group become familiar with all facility usage regulations listed below.

## Facility Usage Regulations

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Direct all inquiries to the Office of Facility Usage, 780-8196, FAX 780-8189 or e-mail at [facilityusage@olatheschools.org](mailto:facilityusage@olatheschools.org). The District maintains first priority in the use of fields, reserving the right to approve or deny requests. All confirmed events are subject to cancellation if the facility is required for District use or educational purposes.

List every date you are requesting. Providing a request with “weekly 10-2 through 5-30” may result in the request being returned to you and delay the approval process. When the District approves your request, you will be notified by U.S. mail or via e-mail. Please allow **2-3 weeks** for approval. Requests are approved in the order they are received.

Do not ask for more time than you need. However, adequate time for practice and warm/ups should be included in the requested start time to insure field access. The District will not assess rental fees for dates which are cancelled for a school activity. A processing fee may be assessed for each change and cancellation initiated by you after approval of your original request.

The permit holder and his/her organization or group (“Responsible Party”) shall be liable for damages or loss to the building or equipment.

The permit holder agrees to respect and adhere to requests made by on-site USD 233 personnel.

Scheduled field use at the complexes may be canceled if the District deems the fields unplayable for any reason. Summer use of turf fields at the complexes will begin after Memorial Day and end on August 1. All participants must comply with the field guidelines and regulations.

Custodial services must be performed by District custodial/maintenance personnel.

The manufacture, dispensing, possession, use, consumption, or distribution of illicit drugs, alcohol, and/or tobacco on District property or at School District activities is prohibited.

Rental fees are invoiced the month following use and must be paid within thirty (30) days. Fees may be assessed at time of approval. Current fees are subject to change by Board of Education action.

Responsible Party must pay any necessary security and supervisory personnel provided by the District.

Forty-eight (48) hours WRITTEN NOTICE is required to the Office of Facility Usage when canceling any/all of approved use.

Because the Facility Usage office is closed on weekends, the District makes available a weekend “on-call” custodian to handle any unexpected issues for those events scheduled on a Saturday or Sunday. If needed, the on-call number is **913 515-6746**.

**Note:** The Responsible Party agrees to indemnify and hold harmless Unified School District #233, its officers, agents, servants, and employees from any and all liability, damages, expenses, or attorney fees of whatever kind of nature arising out of your use of District facilities or property.

RESPONSIBLE PARTY:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization Name (type or print)

\_\_\_\_\_  
Signature of Individual