

## **JACKSONVILLE NORTH PULASKI ATHLETIC FACILITY USE AGREEMENT**

Contact: Scott Waymire, Athletic Director

Email: [swaymire@jnpsd.org](mailto:swaymire@jnpsd.org)

Phone: 501-519-0024

The use of athletic facilities will follow the general guidelines as outlined in Jacksonville North Pulaski Theater Facility Use Agreement. The following additional statements also apply to all athletic facility rentals:

1. Admission charges or collections are prohibited unless permission is specifically granted when the permit to use the building is issued.
2. Advertising and all sale of merchandise must be submitted and approved by the principal prior to the event.
3. Intoxicants, tobacco products, and weapons are prohibited in all areas of school campus.
4. Renter assumes responsibility for use of facilities and observance of regulations. Custodians and other school representatives on duty are required to report all irregularities.
5. Renter shall assume financial responsibility for any damage to facilities.
6. Renters shall not make any alterations to any of the facilities or property belonging to the school district.
7. JNPSD or representatives assume no liability for loss by any cause, including but not limited to theft or damage, to any equipment, furnishings, or other personal property belonging to the renters/sponsors/participants or attendees.
8. The entrance and exit must be supervised during the length of activity of the rental.
9. If required by the building principal, the renter will be responsible for licensed security to be in attendance during the length of the rental period. Licensed security must be approved by the principal.
10. Use only the space designated in this agreement. Accessing unapproved areas may result in additional costs to the renter. The renter is responsible for participants, and attending persons to ONLY access the approved area(s).
11. No doctrine or theory will be advanced which is subversive to the constitution or laws of the State of Arkansas or the United States.

12. No entertainment or activities will be permitted which might be detrimental or destructive to school facilities.

### **Jacksonville North Pulaski Reservation Process**

1. Contact the Athletic Director:

Email: [swaymire@jnpsd.org](mailto:swaymire@jnpsd.org)

Phone: 501-519-0024

2. Complete athletic facility rental application and submit to the Athletic Director.

3. School district personnel will check the JNP master calendar for date availability. If changes in date must be made, then the person making rental application will be contacted.

4. The application will be sent to the superintendent's office for approval / denial.

5. If the application is approved, then the Athletic Director will contact the person making rental application.

#### **JNP Athletic Facility Rental Fee Structure**

For Profit Organization	\$500 per day*
Non-Profit Organization	\$250 per day*
Cleaning & Damage Deposit**	\$150
JNPSD Group	No Charge
JNPSD PTO / Booster Club	No Charge
Additional staffing or equipment requests	Cost as agreed by school and group
Damage or loss to facility or equipment	Actual cost of repair or replacement

\* Rental Fee is due two weeks prior to event.

\*\* Cleaning & Damage Deposit is due upon application approval. This deposit is refunded if the building is restored to its original condition.

All fees are payable to the JNPSD and should be sent to the Superintendent's office.

## Jacksonville North Pulaski Athletic Facility Rental Application

All organizations or individuals shall request approval to use athletic facilities by making application to the JNPSD. All applicants are subject to approval or denial by the JNPSD. Please attach a copy of the required insurance bond.

Please consult the facility use information for more details concerning specific aspects of facility use. Please complete the application, and submit to the Athletic Director.

Activity Name	
Type of Activity or Event	
Name of Group	
Contact Person	
Phone Number	
Mailing Address (Street Address, City, State, Zip Code)	
Date(s) Requested	

Please list the time schedule for the hours the facility will be in use for your event. Indicate set-up time/decorating, rehearsal times, performance times, and take-down / load-out times.

DATE / START TIME / STOP TIME	ACTIVITY

If the activity requires the use of the sound, lighting, or video systems, a technician authorized by the JNPSD must be present.

Estimated Attendance	
Admission Charge	

Description of Activity/Event	
Equipment Needs	

Please list the name of each organization, entity, corporation, or person that is a parent organization to your organization. Please list the name of any person or any such entity that shall receive any benefit, either monetary, publicity, or otherwise, from the activities that you hold at JNP.


\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Date

FOR SCHOOL DISTRICT USE BELOW

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent / Assistant Superintendent

\_\_\_\_\_  
Date

**Request for Rental is \_\_\_ approved \_\_\_ denied.**