



Linn-Mar High School Stadium Use Application

Linn-Mar Support Services Office
2999 North 10th Street, Room 203
Marion, Iowa 52302
Office: 319-447-3145
Fax: 319-377-9252
JT Anderson – jtanderson@linnmar.k12.ia.us
Tonya Moe – tmoe@linnmar.k12.ia.us

Attn: JT Anderson, Chief Financial/Operating Officer
Tonya Moe, Linn-Mar Stadium Administrator

Date of application: _____

Name and address of organization: _____

Profit	Not-For-Profit	Non-Profit
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 - Beneficiary of Event Proceeds (check one)

Address of organization: _____
(Address)

(City/State/Zip)

Phone number: _____

Name of the group/team interested in using the Stadium facility:

Name of the supervisor, coach, director (person responsible for supervision):

Supervisor’s phone number: Home: _____ Cell: _____

Date(s) requested for Stadium use:

Requested hours of use: from: _____ AM/PM to: _____ AM/PM

What sections of the Stadium are you interested in using? (Circle one) Field Turf / Track / Both

Type of activity at the Stadium: (Football/soccer/track event/band event/other) Please list below:

For what purpose will you be using the Stadium facility?
(Game/practice/tournament/combo/camp/other) Please list below:

Estimated attendance: _____

Are you charging admission? Yes / No

Amount charged for admission: \$_____ Entry fee for participants: \$_____

Please check the following items that you would like access to during your event:

_____ Scoreboard _____ Locker Rooms _____ Track Equipment (hurdles, long jump pits, etc.)
_____ Sound System _____ Press Box _____ Lights _____ Concessions **

*** The Linn-Mar Booster Club reserves all concession rights and privileges.*

Please list any other special needs for your event (benches, cones, etc.) that you will be providing which must be approved.

In the event of severe or inclement weather, the Linn-Mar High School Stadium is not responsible to put user groups inside the high school unless indoor gym space or locker facilities are part of the signed agreement to use the Stadium. There are buildings on the Stadium grounds, but they are used for storage and concession purposes only.

It is the responsibility of the person in charge of renting out the Stadium for their group to inform the Stadium administrator of the magnitude of their event. The Stadium administrator and the chief financial/operating officer must have knowledge of this in advance and will hire police, site supervision, and trainers accordingly. All of this will be included in the pricing of the Stadium rental.

All information will be processed by the Stadium administrator and the chief financial/operating officer. If approved, you will receive a usage agreement, cost agreement, and a Stadium protocol sheet. These forms must be reviewed, signed, and sent back to the Support Services office along with a check for the amount stated in the cost agreement and a certificate of insurance naming the Linn-Mar Board of Education as secondary insured.

The above provided information is accurate and the person signing this application agrees to follow the guidelines stated in the Stadium agreement and protocol forms. If any of the information changes before use of the Stadium, the individual signing this form must contact the Stadium administrator to discuss whether the changes can be implemented.

The individual signing the agreement assumes full responsibility for fees incurred or damages sustained.

The undersigned individual or organization, by its authorized representative, agrees that all rules and regulations of the Linn-Mar Community School District will be strictly adhered to by all persons attending the meeting or event as set forth above. In addition, the facility is to be left as it was found and the lights turned off. The undersigned will be responsible for insuring that those persons attending the event will utilize only the rooms/areas as indicated above and the halls and entrances thereto. The undersigned individual or organization shall be responsible for payment for any damages done to the building, the room, or any of its contents by any person attending the event which it is the sponsor.

The undersigned individual or organization hereby releases Linn-Mar Community School District, its agents, and employees and agrees to indemnify Linn-Mar Community School District and hold Linn-Mar Community School District harmless from any and all property damage and bodily injury claims arising out of, or resulting from, his/her/its negligence during the use of the rooms/areas as indicated above including any expenses and attorney fees which the Linn-Mar Community School District may incur in defending any such claim.

Each individual or organization is required to furnish a certificate of insurance evidencing commercial general liability insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate.

Applicant/Supervisor Signature (An adult over 21)

Date Signed

Stadium Administrator's Signature

Date Approved

Chief Financial/Operating Officer's Signature

Date Approved

_____ Processed by Sarah Offerman
(Initials)

(Date)