



**Linn-Mar Aquatic Center Use Application**

Linn-Mar Support Services Office  
2999 North 10<sup>th</sup> Street, Room 203  
Marion, Iowa 52302  
Office: (319) 447-3145  
Fax: (319) 377-9252  
JT Anderson – jtanderson@linnmar.k12.ia.us  
Bobby Kelley – bkelley@linnmar.k12.ia.us

**Attn:** JT Anderson, Chief Financial/Operating Officer  
Bobby Kelley, Aquatic Center Manager

**Date of Application:** \_\_\_\_\_

**Name and Address of Organization:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Profit	Not-For-Profit	Non-Profit	- Beneficiary of Event Proceeds (check one)
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**Address of Organization:** \_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State/Zip)

**Phone Number:** \_\_\_\_\_

**Name of the group/team interested in using the Aquatic Center:**  
\_\_\_\_\_

**Name of the Supervisor, Coach, Director** (Person responsible for supervision):  
\_\_\_\_\_

**Supervisor's Phone Number:** Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**Date(s) requested for Aquatic Center use:**  
\_\_\_\_\_

**Requested hours of use:** from: \_\_\_\_\_ AM/PM to: \_\_\_\_\_ AM/PM

**Are you interested in using the Daktronics timing system?** (Circle one) Yes / No

**Type of swimming activity at the Aquatic Center:** (Swim Meet/Diving Meet/Other) Please list below:

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**Estimated Attendance:** \_\_\_\_\_

**Are you charging admission?** Yes / No

**Amount charged for admission:** \$ \_\_\_\_\_ **Entry fee for participants:** \$ \_\_\_\_\_

**Estimate of all revenues collected with event's rental:** \$ \_\_\_\_\_

**Please check the following item(s) that you would like access to during your event:**

- \_\_\_\_\_ Deep end 25 yard competition set up
- \_\_\_\_\_ Shallow end 25 yard competition set up
- \_\_\_\_\_ Deep end use for competitive diving events
- \_\_\_\_\_ Use of Daktronics timing computer for swim meets and/or diving meets
- \_\_\_\_\_ Use of concessions stand *\*\*The Linn-Mar Booster Club reserves all concession rights and privileges.*

Please list any other special needs for your event (outside equipment, chairs, catering, etc.) that you will be providing which must be approved:

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In the event of severe or inclement weather in the form of a heavy snowfall, the Linn-Mar Community School District is not responsible for assuring that the parking lots are plowed and accessible. The district will be prudent in clearing the lots but in the case of a heavy snow, events may need to be cancelled.

It is the responsibility of the person in charge of renting the Aquatic Center for their group to inform the Aquatic Center manager of the magnitude of their event. The Aquatic Center manager 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 rental pricing.

All information will be processed by the Aquatic Center manager and the chief financial/operating officer. If approved, you will receive a usage agreement, cost agreement, and an Aquatic Center 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 Aquatic Center agreement and Aquatic Center protocol forms. If any of the information changes before use of the Aquatic Center, the individual signing the form must contact the Aquatic Center manager to discuss whether these 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. The undersigned will be responsible for ensuring that those persons attending the event will utilize only the rooms as indicated above and the halls and entrances thereto. The undersigned individual or organization shall be responsible for payment for any damage done to the building, rooms, or any of their contents by any person attending the event which it is the sponsor.

The undersigned individual or organization hereby releases the Linn-Mar Community School District, its agents, and employees, agrees to indemnify the Linn-Mar Community School District, and hold the 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 facilities as indicated above, including any expenses and attorney fees which 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 (adult over 21)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Aquatic Center Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Financial/Operating Officer Signature

\_\_\_\_\_  
Date

Processed by Sarah Offerman

\_\_\_\_\_  
(Initials)

\_\_\_\_\_  
(Date)