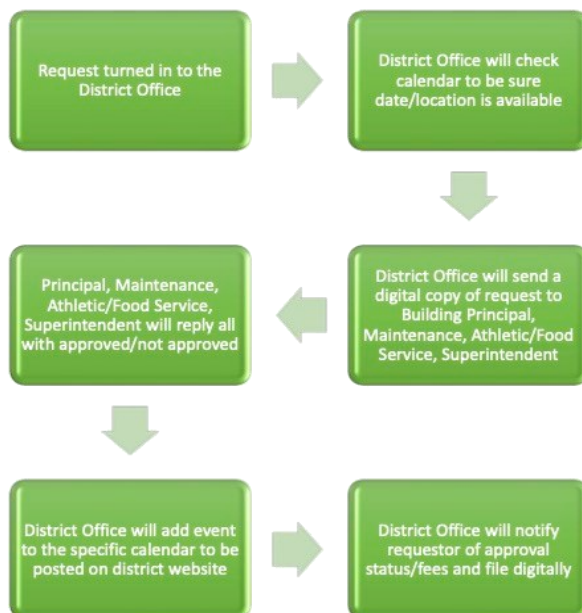


# KSD Facilities

School facilities are available to the community for education, civic, cultural and other non-commercial uses consistent with the public interest, when such use does not interfere with the school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Second preference will be provided to non-district 501(c)(3) non-profit organizations that are comprised exclusively of Kimberly students/school age residents, followed by organizations involving patrons/residents of Kimberly. Next will be other 501(c)(3) non-profits, followed by for profit organizations. (KSD Community Relations Policy 4330 )

1. Complete [Facilities Use Agreement](#) for each event/season that you are requesting KSD Facilities.
2. Provide KSD with \$1,000,000 Certificate of Liability with an endorsement naming KSD as an additional insured on the user's policy.
3. Certify that all adults who will work directly with youth have completed a background check and provide documentation explaining background check procedures for user's organization.
4. Certify that all adults who will work directly with youth understand and will adhere to Mandatory Reporter standards and provide documentation explaining training provided for user's organization. Information regarding Mandatory Reporting can be found at: [Reporting Abuse, Neglect, or Abandonment](#)
5. Submit completed Facilities Use Agreement, Certificate of Liability either in person to KSD or via email to KSD Facilities coordinator
6. **What happens Next?**

## Facilities Use Request Flowchart



Kimberly School District  
Facilities Coordinator  
Bridget Tilton  
208-423-4170 x 3308  
btilton@kimberly.edu



Kimberly School District does our best to make facilities available. As our community continues to grow, we ask that those requesting our facilities only request the specific facilities and times that they need for practices and games/events.