

APPLICATION FOR USE OF SCHOOL FACILITIES

Please read the following conditions for use before completing application.

Facility Usage Fees: Fees will be assessed according to the current fee schedule. Fee noted on reverse side. If custodial assistance is requested or required, hourly fee will apply.

Indemnification: the applicant agrees that the individual or organization will indemnify, save and hold harmless the School District from any and all claims for personal injury or property damage suffered, incurred or in any way connected to or arising from the applicant's use of the facilities, whether or not such claims are due or alleged to be due to the negligence of the School District, the applicant or any other person or entity or due to any other cause.

Insurance: Prior to use of facilities, the individual or organization may be required to submit a certificate of insurance satisfactory to the School District. Certificate of Insurance required naming the district as an additional insured with a combined limit of \$300,000.00 per occurrence.

Cell Phones: Applicant agrees that a responsible adult in attendance will have a cell phone to make or receive an emergency phone call should the need arise.

Denial of Privileges: The administration may deny use of the building to any group or individual who has not complied previously with the conditions of use.

Under NO circumstances are District fields or facilities to be altered or adapted by outside groups without the written approval of the Administration. Thank you for adhering to this condition.

I have read and agree to the above information.

Signature

Please complete application on reverse side

PLEASE PRINT

Date Application Received _____

1. Building _____
2. Portion of Building/Athletic Field Requested _____
3. Date desired _____ Day of Week _____ Time _____
4. Type of Activity _____
5. Organization Sponsoring Activity _____
6. Participants in Activity _____
7. Estimated Attendance _____
8. Will Admission Fee Be Charged? _____
9. **Tables and/or Chairs Required? Y/N, # Tables _____, # Chairs _____
10. Will Food Be Served? _____
11. If this is a Fund Raising Activity, for what will Proceeds be used?

12. Renters Representative _____
Address _____
Phone _____ E-mail _____
Organization _____
Official Signature _____
Official Title _____
13. Special Needs _____
14. *Custodial/Maintenance Time Necessary _____
(as determined by School District)
15. *Facility Usage Fee _____ Total to be Billed _____

Building Principal to forward approved application to district business office if any of the following apply: rental billing, staff billing, or food preparation.

Principal's Signature

Date

Supervisor of Buildings and Grounds (This approval for use of outdoor facilities only)

*Fees are charged in accordance with School District Policy #707

**Sponsoring group is responsible for set-up and take down

Revised 09/07