

USE OF FACILITIES APPLICATION FORM

(please print)

Name/Organization _____ Sponser/Contact Name _____

Mailing Address _____

Telephone Number _____ Is the primary function of this organization for profit? _____

Has a Certificate of Insurance been provided? _____

Description of Activity _____

Admission Charged _____ Disposition of the Profits _____

Number Expected to Participate _____ General Public Invited? _____ If Not, Who? _____

Dates Requested _____ **Hours Requested** (include setup & breakdown time) _____

Facility (School) Requested _____

Auditorium ___ Library ___ Cafeteria ___ Kitchen ___ Gymnasium ___ Athletic Fields _____

Classroom(s)(include number) _____ Other _____

Requirements: Bleachers(#) _____ Chairs(#) _____ Tables(#) _____ Other _____

Other Equipment Requested: _____

SPECIFIC RENTAL REQUESTS MAY HAVE ADDITIONAL RENTAL AGREEMENTS REQUIRED AND THESE WILL BE INDICATED BY THE PRINCIPAL'S DESIGNEE AT THE TIME OF APPLICATION

Decorations (describe plan and materials on back, if needed) _____

Setup Arrangements (describe plan and draw a schematic on the back, in necessary) _____

Police and Fire Departments Notified? _____

(Users other than schools must make own arrangements for police and fire coverage and payment)

It is understood that either party may terminate this agreement, without prejudice, with seven days written notice.

I/We have read, understand and agree to abide by all rules and regulations regarding use of facilities. I/We agree to pay the fees stipulated and agree to reimburse the school for any damage done. I/We further understand that failure to do so may result in denial of future use.

SIGNED _____ DATE _____

HOLD HARMLESS AGREEMENT
(Required for application approval)

It is agreed that in consideration for allowing the rental of school facilities and in full recognition of the school board's fiduciary responsibility to protect school property and assets, the user hereby covenants and agrees at all times to indemnify and hold harmless the school district, its school board officers and employees, to the fullest extent permitted by law, from any and all claims, damages, losses, and expenses, including but not limited to, reasonable attorneys fees and legal costs, arising out of the use of these rental premises and all school facilities, by the User, its officers, employees, agents, representatives, contractors, guests and invitees.

Signature of Official Representative

Name (Printed or Typed)

Date

For Office Use Only

From _____ Date _____ Charge Classification: A B C D E F G H
Principal's Designee

Received _____ Date _____ Application # _____
Business Administrator