

TROY SCHOOL DISTRICT #287

**FACILITY USE REQUEST**

***Submit all copies at least one week in advance- PLEASE PRINT***

Name of Organization \_\_\_\_\_

Name of Representative \_\_\_\_\_

LAST

FIRST

Mailing Address \_\_\_\_\_

NUMBER OR BOX

STREET

CITY

STATE

ZIP

Telephone Number(s) \_\_\_\_\_

School \_\_\_\_\_ Building or Facility Requested \_\_\_\_\_

Date(s) and Start/End Times (*include preparation and clean-up*) \_\_\_\_\_

*Description of planned activity:*

*Admission to be charged: \$* \_\_\_\_\_

I understand that:

1. Adult supervision (21 years or older) will be provided at all times; supervisor's name(s) will be submitted to school prior to event.
2. No unauthorized person is to be admitted to premises; all windows and doors to be secured at conclusion.
3. Any special decorations will comply with fire codes, and will be removed immediately following the event.
4. We are responsible for any damage to the facility.
5. We hereby indemnify, defend and hold harmless the District and its employees or agents from any liability, expenses, costs (including attorney's fees) damages and/or losses arising out injuries or death to any person or persons or damage to any property of any kind in connection with the use of the District facility which are not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law. *Documentation of liability insurance appropriate to the event must be included with request.*
6. We agree to abide by non-discrimination clauses as contained in the Idaho Human Rights laws and federal anti-discrimination laws.
7. No tobacco, alcohol, non-prescription drugs, nor games of chance (without prior approval), are allowed on school property.
8. No school equipment will be used unless it has been approved on this form
9. No food or drink will be sold or consumed unless it has been approved on this form.
10. Sales tax must be submitted to the State of Idaho if admission is charged.

Representative \_\_\_\_\_

SIGNATURE

DATE

Office Use

Maintenance (Condition, Security, Custodial) \_\_\_\_\_

Comments:

Fee Require: \$ \_\_\_\_\_ Principal (Approval) \_\_\_\_\_

SIGNATURE

DATE

Event Confirmation (following approval): \_\_\_\_\_

REPRESENTATIVE'S SIGNATURE

DATE

