

***This form must undergo an approval process. Once the building principal approves and signs this form, it must be submitted to Central Office to be approved by the Board of Education. The board meets every 3rd Tuesday so it's important to submit your form in a timely manner. If your form is not submitted to Central Office before the board meeting, you cannot be approved until the subsequent meeting of the Board of Education.**

APPLICATION AND AGREEMENT FOR USE OF DISTRICT PROPERTY

Name: _____ Telephone: _____

Sponsoring Organization/Activity: _____

Address: _____

The above organization/individual requests the use of:

Building/school/facility: _____

Purpose: _____

Date Requested: _____ Time Requested: _____

Is the organization/individual planning to use district-owned equipment? YES___ NO___

If yes, specify equipment: _____ Owner's Name: _____

Is the organization planning to conduct sales on school premises? YES___ NO___

If yes, give a complete description of what is being sold and how the proceeds will be used:

Will the public be admitted? YES___ NO___

Will advertisement be used? YES___ NO___

Will admission be charged? YES___ NO___

LIABILITY: The organization/individual will assume all liability for injury to individuals by reason of the lease/use of Board property/equipment and the organization/individual will indemnify and save harmless the Board and its employees from any loss or damage. The organization/individual agrees to observe all Board policies/procedures and follow all fire/safety regulations.

DAMAGE: The organization/individual accepts responsibility for any damage or loss of school property/equipment from the usage and will repair/replace any damaged property/equipment. The organization/individual agrees to leave the facilities in as good a condition as before used and will not attempt to make any alterations to the buildings or grounds without prior approval.

INSURANCE: If the non-school related activity involves admission or an activity is designated as high-risk by the Superintendent or designee, the organization/individual must procure sufficient liability insurance to indemnify the Board, school officers and employees for any injuries or property damage which might occur during the use of the facilities/equipment. A copy of the liability insurance policy must be provided, naming the Board as additional insured prior to use of the facility and it shall contain limits of \$1,000,000 for bodily injury and \$10,000 for property damage.

PAYMENT: The minimum rental fee for the use of facilities is \$25.00 per hour and additional charges can be made based on size of facilities used, use of board equipment or need for additional staff/hours, etc. for activity.

Signature-Representative of User Group Date

Signature-School Approval Date

Signature- Board Approval Date