

Request for Permission to Use Building

Date of request: _____

Name of person, group or organization requesting: _____

Date(s) needed: _____

Intended use of the premises: _____

Area or rooms to be used in the school: _____

Beginning and ending times: _____

Contact person who will organize and coordinate the event: _____

Name(s) of adult supervision that you will provide: (One of which must be a school employee)

Signature of school employee who has agreed to supervise _____

Key needed for entry to the school? _____

If yes, plan for returning the keys _____

Any set-up or equipment requirements needed from the school? _____

Any group wishing to use the building must secure the services of a school employee to open the facility and that person is to be responsible for all goings-on. The school employee must be present and have signed this form in the area for this purpose.

I understand that I, or the group/organization that I represent, will be responsible for any costs incurred as a result of any damage to the building or property. I also understand that school policy does not allow smoking or alcoholic beverages of any kind on its premises.

Hold Harmless Agreement: For the sole consideration of the use of a portion of the premises know as Roosevelt Public School, Carson, North Dakota, the undersigned does hereby fully and forever release and discharge Roosevelt Public School District #18, its agents and employees, and their heirs, personal representatives, successors, and assigns from all claims, demands damages, actions, rights of action, of whatever kind or nature which hereafter arise out of, in consequence of, on account of, or in any way derived from the used of the aforescribed premises.

I/We further agree to reimburse the Roosevelt Public School District #18 for the cost of repairing any damage incurred to the premises while utilized by the undersigned, or to the replacement of same value to the loss of equipment from said premises resulting from the use of the undersigned.

Date

Signature of requesting adult

Request approved by _____ Date _____ (office use)

Original will be kept on file in the school office. A copy will be provided to the requesting individual/group and to the school superintendent.