

**CHOCTAW-NICOMA PARK SCHOOLS
APPLICATION TO USE SCHOOL FACILITIES**

APPLICANT

Date _____

Permission is hereby requested to use the _____ at _____
(Classroom, Gymnasium, etc.) (JGI, LWW, Activity Center, etc.)
 on _____ from _____ to _____
(Date or Date Range) (Time/A.M. P.M.)

If this is a long term use agreement, list days of the week facility will be used i.e., M,T,W,Th,F, etc. _____

The nature of this use is for: _____

The proceeds from this program, if any, will be used for: _____

Organization: _____ Contact Person: _____
(Please Print)

Address: _____ Signature of Contact Person: _____

Contact Person's E-mail: _____ Contact Person's Phone: _____

BUILDING ADMINISTRATOR

SPACE TO BE USED:

- Media Center _____
- Gymnasium _____
- Cafeteria _____
- Kitchen/Other _____
- Classroom _____
- Football Field _____
- Baseball Field _____
- Activity Center _____
- Little Theater _____
- Other _____

SPECIAL EQUIPMENT REQUIRED:

- PA System _____
- Mats _____
- Floor Covering _____
- None _____
- Lighting _____

LABOR REQUIRED:

- Custodian _____
- Cook _____
- Other _____
- Security _____

 Building Administrator Signature

 Athletic Director, Food Service Director or other District Administrator (if applicable)

MONETARY CHARGES: Level _____ Insurance Required? Yes No (If insurance is waived then initial here _____)

_____ \$ _____ per hour x _____ hours x _____ days = \$ _____
 _____ \$ _____ per hour x _____ hours x _____ days = \$ _____
 _____ \$ _____ per hour x _____ hours x _____ days = \$ _____

TOTAL CHARGES \$ _____

PAYMENTS:

Payments must be made to Choctaw-Nicoma Park (C-NP) Schools and sent or delivered to the district's finance office located at 12880 NE 10th Street, Choctaw, OK 73020. According to the policies of the Choctaw-Nicoma Park Board of Education, charges may be made for use of school property and required labor. One-half (1/2) of the anticipated charges are due in advance for Category 4. The organization agrees to replace, repair, or pay the school district for items broken while the facility is in use and to abide by the specified rules and school board policy. **Unless other arrangements are made with the district's finance office, all facility use payments must be received by the district no later than fourteen (14) calendar days after the last day of the facility use.** Unpaid or late payment of facility use charges may result in the denial of any future use of C-NP facilities.

I understand that the school district reserves the right to require security supervision at any event the administration deems necessary. I also understand the building administrator or designated supervisor has the right to stop any activity at any time if, in the supervisor's judgment, there are violations of school board policies, administrative regulations, and/or Local, State or Federal laws. I also agree that I, or my organization, will assume liability for any accidents that may occur upon the grounds or in the building during the times the school grounds or buildings are in my use and I, or my organization, will provide liability insurance unless waived by the district's finance office.

This agreement is entered into this _____ day of _____, 20____ by and between Choctaw-Nicoma Park Public (C-NP) Schools and the below-named organization. It is agreed that the above facility use provisions and conditions are accepted by the facility user and Choctaw-Nicoma Park Public Schools.

ORGANIZATION _____

CHOCTAW-NICOMA PARK SCHOOLS

BY _____

BY _____