



FACILITY USE REQUEST

LEWISTOWN PUBLIC SCHOOLS

4330F
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Fergus High School
201 Casino Creek Drive
Lewistown, Montana 59457
Phone: 406-538-2321

School District No. One
215 7th Avenue South
Lewistown, Montana 59457
Phone: 406-538-8777

Date: _____

I, _____, on behalf of the (organization) _____
request the use of the (facility and rooms) _____
on (dates) _____ at (times) _____. The purpose of
this use is for (event) _____

We also request the use of the following equipment (e.g. tables, chairs, sound/light system, etc.) _____

I have read and understood the statements as provided on the back of this FACILITY USE REQUEST, and should this request be approved, it is understood that the organization as listed will abide by Board Policy and this request. It is further understood that should the use of the facilities or custodians significantly exceed the estimates provided the organization will be billed accordingly.

Organization Representative Signature: _____

Address: _____ Phone Number: _____

District Approval: Yes No Group Classification (as per Board Policy): Profit &/or Sectarian NonProfit & NonSectarian

Principal or Activities Director: _____ Date: _____

District Use Only:

Rental Estimates:

Facility Fees \$ _____

Custodial Fees \$ _____

Other Fees \$ _____

Total Estimate \$ _____

Rental Expenses:

Facility Fees \$ _____

Custodial Fees \$ _____

Other Fees \$ _____

Total Expense \$ _____

Insurance Required: Yes No

Fees to be Billed by Business Office: Yes No

Fees Paid in Advance \$ _____

Certified Sound/Light Technician Required: Yes No

Insurance Cert. On File: Yes No

Date Billed: _____

Date Paid: _____

Included in the Rental Charges:

- | | |
|--|---|
| <input type="checkbox"/> Fergus Center for the Performing Arts** | <input type="checkbox"/> Fergus High Fieldhouse |
| <input type="checkbox"/> FCPA South Dressing Room | <input type="checkbox"/> FH Locker Rooms |
| <input type="checkbox"/> FCPA North Dressing Room | <input type="checkbox"/> FH Score Clock & PA System Package |
| <input type="checkbox"/> FCPA – Public Address System Only | <input type="checkbox"/> Concessions (Equipment Contract needed) |
| <input type="checkbox"/> FHS Music Room (Rm 234) | <input type="checkbox"/> FHS Teacher Workroom (Rm 210) |
| <input type="checkbox"/> FHS Library (Rm 225) | <input type="checkbox"/> FHS Cafeteria (Rm 120) |
| <input type="checkbox"/> FHS & Lillian Kolar Tennis Facilities | <input type="checkbox"/> Golden Eagle Stadium (Football & Track Complex) |
| <input type="checkbox"/> Classrooms (as listed): _____ | <input type="checkbox"/> FHS Grounds: _____ |
| _____ | <input type="checkbox"/> Other: _____ |
| _____ | <input checked="" type="checkbox"/> Use of Parking Lot (shared with other events) |

Comments or Details: _____

1. User agrees to pay all fees due under this contract in cash, personal check, certified check or bank cashier's check. User agrees to compensate the District for any loss of or damage to equipment, damage to any wiring and damage to the premises from any cause during the term of this Use Permit.
2. Time shall be of the essence of this agreement, and the time granted shall not be extended for the occupancy, use of the premises or for the removal of equipment without the written permission of the District. All additional time shall be paid for according to the schedule of fees as established by the District.
3. The User shall remove from service, upon request from the District, any employee not adhering to the rules and regulations relating to their conduct
4. User agrees to comply with all laws, ordinances and rules of the District, City of Lewistown, State of Montana and the United States, applicable to the use of said described facilities and to pay all taxes imposed by law in connection with its use and occupancy thereof. User violations may result in suspension of this use permit. Reminder, School District No. 1 facilities and grounds are tobacco and alcohol free.
5. User agrees that it will not use any decorative materials determined to be flammable or combustible in or about said facilities without first securing the prior inspection and approval of the Lewistown Fire Department.
6. User agrees to use a certified electrician and pay for any electrical work required beyond what is specifically provided by the District.
7. User agrees that no advertising or other matter shall be placed, posted or distributed in or about said described facilities nor announced or publicized over any loud speaker system without first having obtained the written permission of the District.
8. User agrees that it will not distribute or permit to be distributed, in any manner, tickets in excess of the seating capacity or admit a larger number of persons than can safely and freely move about in the space contracted for. The decision of the District in this respect shall be final.
9. User shall not injure, mar or in any way deface said premises and shall not cause or permit anything to be done whereby said premises shall be injured, marred or defaced in any way or manner and will not drive, or permit to be driven, nails, hooks, tacks or screws into any part thereof and will not make or allow to be made any alterations of any kind.
10. Erection of special platforms, scaffolding, rigging and other apparatus is the responsibility of the User. In order to ensure the safety of performers and the public, the user shall comply with all applicable safety standards. The User will then take the necessary action required to ensure the safety of the performers and the public.
11. User agrees that it will not use the District equipment, tools or furnishings, located in or about described facilities not included in this Use Permit, without first seeking and receiving approval of the District representative.
12. User understands and agrees that during the term of this Use Permit other events may be held in other parts of the described facilities not included in this Use Permit, and User shall so conduct its activities so as not to interfere with school activities or other such events.
13. User hereby indemnifies and holds the District harmless of and free from any and all loss, damage or injury to any person or persons whomsoever, or property, arising from any cause or for any reason whatsoever in or about the described facilities. The User further agrees to waive all claims against the District as a result of any loss, damage or injury, from whatever cause, which may occur to it or its property in the use and occupancy of said described premises, the giving of this waiver being one of the considerations upon which this Use Permit is granted.
14. User agrees to carry public liability insurance for bodily injury and property damage in an amount not less than \$1,000,000.00 combined single limit; and the User shall, at the time of the execution of this Use Permit, furnish the District representative with a copy of said policy or a certificate that such Insurance has been issued, and School District No. One shall be named as an additional insured thereunder, or agreed to purchase School District No. Ones special events program per day premium.
15. In the event the user is engaged in a non-spectator related activity, the District reserves the right to separately assess the users need for liability insurance.
16. Lighting and Sound Systems in the Fergus Center for the Performing Arts may be used only if a certified controller is obtained. (This may result in an additional fee.) Contact Rich Garcia, the School District's Music Coordinator, at 538-2321 for further information.
17. The school reserves the right to deny any "Facilities Use Request" should their use interfere with school sponsored activities or school supported activities.