

**Conneaut School District
Utilization of School Facilities Form**

SECTION I

Section I to be completed by person requesting utilization of school facilities.

Name of Organization: _____

Officer or Individual Responsible: _____

Address: _____

Phone Number: _____

Please select the class that best describes your organization:

See attached School Board Policy for additional information

School District	Non-Profit CSD	Profit or Non-CSD	Tournament/
___ Class A Related	___ Class B Resident Organization	___ Class C&D Resident Organization	___ Class E Playoff

Which facility does your organization wish to use?

___ Conneaut Lake Elem ___ Conneaut Lake MS ___ Conneaut Valley Elem ___ Conneaut Valley MS
___ Conneaut Area Senior High ___ Alice Schafer Annex ___ Athletic Fields

Facility to be used for:

Date(s) desired _____

Number of participants _____

Will funds be raised at this event? ___ Yes ___ No Entrance fee charged _____

Will games of chance be conducted? ___ Yes ___ No

Set Up _____ AM/PM Start _____ AM/PM Clean Up _____ AM/PM Total Hours _____

Specific area(s) needed for this request:

___ Auditorium	___ Library	___ Gymnasium
___ Kitchen	___ Computer Lab	___ Football Field
___ Cafeteria	___ Conference Rm	___ Concession Stand
___ Classroom (Room # Needed)	___ Boys' Locker Rm	___ Baseball Field
___ Other (Specify)	___ Girls' Locker Rm	___ Softball field

Personnel requested:

___ Cafeteria ___ Technology (audio-visual, etc.)

Additional Information:

Please include any additional detail, such as the number of tables needed, equipment needed, etc.

SECTION II

Section II to be completed by Building Staff

- 1. Are the date(s) requested available? _____ Yes _____ No
 - a. If "Yes" go on to question 2.
 - b. If "No" contact organization.
- 2. Does the request meet School Board Policy 707? _____ Yes _____ No
 - a. If "Yes" go on to question 3.
 - b. If "No" contact organization.
- 3. Do you approve this Building Request? _____ Yes _____ No
 - a. If "yes" go on to question 4.
 - b. If "No" sign and date below and return the request to the organization.
- 4. Contact appropriate supervisors to determine if staff is scheduled to be on duty. If staff is not scheduled to be on duty, supervisors must provide you with an estimate of fees for this request.
 - a. Estimated Cost – Facility Fee: _____

Is organization requesting a fee waiver? _____ Yes _____ No

- b. Estimated Fee – Custodial: _____
- c. Estimated Fee – Cafeteria: _____
- d. Estimated Fee - Technology: _____
- e. Total Estimated Cost: _____

- 5. Has the organization agreed to the fees for this event? _____ Yes _____ No
 - a. If "Yes" sign and date below and forward a copy to the Supervisors involved for scheduling and a copy to the Business Administrator for billing.
 - b. If "No" return request to organization.

Building Principal's SignatureDate

SECTION III - AGREEMENT

I have read, understand, and agree to abide by Conneaut School District Policy 707, especially the General Conditions section, regarding the Utilization of School Facilities during the period of use as stipulated in Section I of this form. I acknowledge and agree to the estimated fee of \$_____, and that the Business Office, upon completion and inspection of the facility, will invoice me for the actual fees. I hereby bind myself to abide by said Rules and Regulations and assume full responsibility for all actions of all participants of the activity for which above use is contracted. I have completed the Indemnification Form and supplied a certificate of insurance in accordance with the Rules and Regulations.

Organization Representative SignatureDate

SECTION IV

Approved _____ Yes _____ No _____

Business Manager SignatureDate

Approved _____ Yes _____ No _____

Superintendent SignatureDate

SECTION V

Approved by Board of Education _____ Yes _____ No _____

Date

INDEMNIFICATION AGREEMENT

TO: Conneaut School District
219 West School Drive
Linesville, PA 16424

DATE: _____

As part of the consideration for allowing the undersigned organization to use the _____ facilities/grounds of the Conneaut School District, we, the undersigned, hereby agree to defend, indemnify and hold harmless the Conneaut School District, their agents and employees, from and against all liability, claim demands, demands, judgments, fees, fines, proceedings, actions and causes of action of any kind and nature, including attorney's fees and costs of defense, arising or growing out of or in any way connected with the said use of such facilities/grounds.

As part of the consideration for allowing the undersigned organization to use the _____ facilities/grounds of the Conneaut School District, we, the undersigned, hereby agrees to assume total responsibility for any all damages done to the facilities/grounds of the Conneaut School District while said organization is using the facilities/grounds. It is the responsibility of the organization to make timely restitution and to reimburse Conneaut School District in accordance with provisions set forth in Board Policy #707 (Use of School Facilities & Grounds).

Signature of Organization Representative: _____

Name of Organization: _____

Date(s) Facilities/Grounds to be used: _____

Date of Signature: _____