



Harrison School District Two: Building and Facility Use Request Form

*All requests must be submitted directly to the office staff at the school

Organization: _____
 Type of Organization: _____
 Contact person: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Home Phone: _____ Cell: _____
 Email Address: _____

(All agreements and invoices will be sent via email, please check spam/junk)

School Name: _____
 Pool(s)/Room(s)/Field(s) Requested: _____
 Activity Name: _____
 Number of Attendees: _____
 Equipment/Set up Needed: _____

****You must notify Harrison School District Two of cancellations Dates and Times Requested****

Date	Time	Set-Up Time	Event Start Time	Event End Time	Tear Down Time
			a.m./p.m.	a.m./p.m.	
			a.m./p.m.	a.m./p.m.	
			a.m./p.m.	a.m./p.m.	
			a.m./p.m.	a.m./p.m.	
			a.m./p.m.	a.m./p.m.	

FACILITY USE POLICIES

(1) REFUNDS AND CANCELLATIONS

A full refund of the rental fee for a cancellation of a reservation will be given if the facility can be rented to another party for the date cancelled. In case of cancellation of the rental by the Harrison School District Two due to inclement weather, mechanical problems, etc., the District will attempt to reschedule the rental or issue a full refund.

(2) CONFIRMATION OF NUMBER OF ATTENDEES

The number must be confirmed at least 14 days before the event to ensure proper staffing and pricing. In the event a firm number of attendees is not provided as required, the agreement is subject to cancellation and no refund of deposit. (Continued on Back)

(3) DAMAGE POLICY

It is the Renter's responsibility to inspect the facility and report any problems. Charges will be assessed to the renter for any damages, cleaning, or other services required. Additional charges will be assessed based on time and material rates. Violation of the terms of use may result in denial of future reservation requests. No additions, alterations, or changes to the park grounds, structures, or buildings are permitted without the written permission of Harrison School District Two.

(4) WATER TOYS/INFLATABLES

Only pool noodles and U.S. Coast Guard Approved lifejackets are permitted in the pools. Users may not bring in their own inflatables or other items considered an obstruction for lifeguards or a hazard to other swimmers. Lifejackets must be worn by all individuals ages 5 and under.

(5) FOOD/DRINK

No food and no alcoholic beverages are permitted in any of the areas rented. Plastic water bottles only are permitted in the rented areas.

(6) NOISE

No person may create, assist in creating, permit, continue or permit the continuance of any unreasonably loud, disturbing, or unnecessary noise as may tend to annoy, inconvenience, disturb or cause discomfort to any person, or to the comfortable enjoyment of property. No person occupying or having charge of any building or premises shall cause, suffer, or allow any loud, excessive, or unusual noise in the operation or use of any sound making or reproducing device so that such loud, excessive, or unusual noise disturbs the comfort, quiet or repose of persons therein or in the vicinity. Renter may utilize sound amplification equipment located at the pools. Renter may not bring in/allow others to bring in any sound amplification or noise generating equipment.

(7) OTHER RENTER RESPONSIBILITIES

Renter shall be responsible for all activities that occur on the premises and shall remain on the premises the entire rental period. Renter agrees to exercise due care in preservation of the premises and to prevent unauthorized persons on premises during all usage periods. Renter and all guests shall comply with all posted pool rules and to all direction or commands from any lifeguards and/or pool managers. Rental times include any necessary setup, take-down and cleanup. Failure to vacate premises or have premises cleaned up by the end of the rental time will result in additional rental fees being assessed

I have read Harrison School District Two’s Facility Use Policies and Regulations

Signature implies legal responsibility for payment of any rental fee, facility use fee, event staff fee, custodial fee and/or damage fee. For onetime event use all fees must be paid in full within 24 hours of the rental date. Ongoing rentals will pay fees once a month as scheduled with the Facility Rental Coordinator. A certificate of insurance must be submitted with this form.

Licensees must procure and maintain in full force and effect during the term of the facility use a policy of General Liability insurance with a minimum limit of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) aggregate coverage, naming Harrison School District Two as an additional insured and provide endorsement verifying additional insured status prior to using the facility. The pool usage must fall within the policy coverage dates. If the policy becomes out of date the Licensee must provide an updated policy and may not use the facility until proof of the updated policy is received.

FOR SWIMMING POOL USAGE:

Licensees must procure and maintain in full force and effect during the term of the facility use a policy of General Liability insurance with a minimum limit of five million dollars (\$5,000,000.00) per occurrence and ten million dollars (\$10,000,000.00) aggregate coverage, naming Harrison School District Two as an additional insured and provide endorsement verifying additional insured status prior to using the facility. The pool usage must fall within the policy coverage dates. If the policy becomes out of date the Licensee must provide an updated policy and may not use the facility until proof of the updated policy is received. Additionally, the Licensee must have a lifeguard on duty during pools use. Licensee must provide Harrison School District a copy of document(s) showing lifeguard(s) has completed certification courses to include first aid and CPR. If the lifeguard provided is not a covered individual under the Licensee’s policy, the lifeguard must also provide and insurance certificate matching the coverage amounts above, name Harrison School District as an additional insured and endorsements verifying additional insured status prior to the event. The cost of a lifeguard must be paid by the licensee. The licensee must adhere to the most up to date pool safety guidelines and swimming pool deck safety guidelines.

Licensees have read and agree to follow the conditions of the District Policy KF-R and pool specific terms and conditions. Application of district facility usage will constitute willingness to comply with all rules and regulations regarding the use of District facilities as prescribed by the Board of Education. The applicant must exercise the utmost care in the use of school premises and agrees to protect, indemnify, and hold harmless Harrison School District Two and its officers and employees from any and all claims, liabilities, damages or rights or actions directly or indirectly growing out of the use of the premises. In the event of damage to District property, equipment or facilities, the applicant will accept the estimate of the amount of damage and will pay all repair and/or replacement costs within 30 days of receipt of the bill.

Licensee Signature _____ Date _____

Principal or Designee Signature _____ Date _____

FOR OFFICE USE ONLY

Rental Fee: _____ Other Fees: _____ Deposit Required: _____ Paid On: _____

Received By: _____ Attendee and Balance Due on or before: _____

Insurance Certificate and additional insured endorsement on File: Circle Yes or No

Insurance Dates Valid from _____ to _____