



TIGARD-TUALATIN SCHOOL DISTRICT 23-J
FACILITY USE APPLICATION FOR TIGARD/TUALATIN HIGH
AUDITORIUMS

Auditorium Requested (does not include cafeteria/commons use): _____

Date(s) of Request: _____

Date and times of rehearsals: _____

Name of Group/Show: _____

Contact person: _____ Phone: _____

Email address: _____

Alternate contact: _____ Phone: _____

Billing address: _____ City _____ State _____ Zip _____

Set up start time: _____ Tear down end time: _____

Estimated audience: _____ Admission Fee: Yes _____ No _____ Amount: _____

Tax ID # for non-profit groups: _____

Insurance and Indemnification Information

I. Insurance:

The District requires a **Certificate of Insurance** for all groups using District property. The general liability insurance must not be less than two million (\$2,000,000) per occurrence with three million (\$3,000,000) aggregate naming the Tigard-Tualatin School District 23J, its Board of Directors, its officers, agents and employees as additional insured. *Higher limits may be required depending on the event.* Failure to submit a **Certificate of Insurance** at least 14 business days prior to an event will invalidate the application.

Facility user agrees to comply with all regulations governing the use of the facilities as established by the Board of Directors of Tigard-Tualatin School District 23-J, including OR-OSHA and state fire marshal regulations. The undersigned will exercise due care in the use of the facilities and pay for such damages as may arise from such use. The undersigned is solely responsible for loss, damage, accidents and personal injury arising out of use of the facility.

II. Indemnity:

Applicant agrees that if a permit is issued hereto, applicant will provide supervisory, monitoring, safety and other personnel reasonably necessary to protect persons and property involved in applicant's activities pursuant to permit hereunder. Applicant further agrees to save, hold harmless and indemnify Tigard-Tualatin School District 23J, its Board of Directors, officers, agents and employees for and from all



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claims, demands, liabilities, and obligations, including attorney fees and costs, that they may be required to pay by reason of or incident to the use of the District's facilities by applicant.

Payment to the District

This document confirms the reservation described hereon and is not an invoice or a billing. Charges are based on arrangements made at the time of the reservation and are subject to an additional charge if changes are made after that time. When any charge for the use of the Auditorium is applicable, a fifty dollar (\$50.00) **Non-Refundable Deposit** must accompany the application and will be credited upon final agreement. **Contract becomes effective upon receipt of estimated charges. These charges are due four (4) weeks before the scheduled event. Final payment will be due within (10) days upon receipt of billing for additional charges.**

We agree to be responsible for the conduct of the audience in and about the building and for any damages which may occur to this school property incident to our occupancy thereof. We further agree that the school property will be used in accordance with rules and regulations of the Board of Directors.

Signature of responsible party: _____ Date: _____

District Use Only	Reservation # _____
Estimated Charges	

<input type="checkbox"/> Granted <input type="checkbox"/> Denied Chargeable <input type="checkbox"/> Yes <input type="checkbox"/> No	
Insurance provided _____ Date _____	
\$50 Deposit Received _____ Date _____	
Estimated Charges Paid _____ Date _____	
Additional Charges and Reasons _____	
