

APPLICATION FOR USE OF BUILDING

_____ of _____ herewith seeks permission to use _____ school building on _____ between the hours of _____ and _____ .M.

of Participants/Spectators: _____ # of Tables/Chairs Needed: _____ Who will setup? Client FPS

Concessions: Y N Non-Profit 501(c)3: Y N Admission Charged: Y N Fee Charged for Participation? Y N

Fund 70 Account (if applicable): _____

Purpose of Rental including Group Participants: _____

If such permission is granted, we agree to the following conditions:

1. Use shall be limited to the following areas: _____
2. We shall assume and pay to the Fargo Public Schools the cost of replacing or repairing any damage to school property or equipment occasioned by our use of the building.
3. We agree to hold harmless and indemnify the Fargo Public Schools, its members, officers and employees, from and against any and all claims, loss, damage, expense and liability for injuries to persons and property, claimed or alleged to be caused for any reason while the above premises are used and occupied by us. The execution of this application by an officer of our organization shall be effective to bind this organization to all the terms and conditions thereof.
4. Any organization using school property shall comply with the sex offender on school property provisions contained in NDCC 12.1-32-15, NDCC 12.1-20, and AP 3435/7435. Use of weapons, tobacco and liquor shall be strictly prohibited.
5. Adult supervision must be provided during entire time of contracted use and, upon request, our organization will provide the school district a certificate of insurance documenting liability coverage with limits of no less than \$500,000.
6. Kitchen use: Complete and include the Application for Use of Kitchen.
7. Swimming pool use: We agree to have a certified lifeguard in attendance at all times at the swimming pool during the time we are using the pool in compliance with AP 3512.5512. Fargo Public Schools does not furnish towels.
8. We agree to make full payment prior to usage unless other arrangements are made.
9. We shall comply with all terms and conditions of Board of Education Policy #3510 – Community Use of School Facilities.

Requested by: _____
(Authorized Officer, Title)

Organization: _____

Address: _____

Phone: _____

E-mail: _____

Signature: _____

Date: _____

Return this form to Fargo Public Schools District Office 700 7th Street South, Fargo, ND 58103
fax to 701-446-1200 or email to mooreka@fargo.k12.nd.us

APPLICATION FOR USE OF KITCHEN
(to be submitted with Application for use of Building)

State and federal regulations require the District to maintain kitchen facilities in conformance with all sanitation and health standards as stated in regulations established by the U.S. Food and Drug Administration, Fargo Cass Public Health, and the USDA School Lunch Program. These standards must always be met, including when kitchen facilities are used for functions other than school meal preparation.

Groups requesting use of the kitchen facilities for the purposes of preparing and selling food for personal profit will first need to obtain a Temporary Food Event Permit with the Fargo Cass Public Health Department. Approval of use of school kitchen facilities or equipment will be made by the Nutrition Services Director’s assessment of availability and level of risk to the public or equipment.

When approved, the following guidelines apply:

School Administration will assume responsibility for supervision of the use of the kitchen or equipment there within when the use is limited to accessing water for preparing beverages, sinks for water and washing, and countertops and refrigeration for temporary storage.

A nutrition services staff person will be required to be present for supervision when the use of the kitchen involves the handling of food, other than prepackaged ready to eat, in any manner. The staff person retains authority to direct actions of the group to ensure the safety of the public and equipment.

The time incurred by the staff person will be charged to all types of groups at the associated hourly rate. Groups may request exemption from the required staff and associated fee if they have their own trained individual present at all times. An acceptable trained individual must have documentation of receiving training in food safety and sanitation within the last five years. Training in ServSafe or a comparable program meets this requirement.

Type of Use (please mark X):

Kitchen facility use is limited to access to water for the purpose of preparing beverages, to sinks for water and washing, to countertops and refrigeration for temporary storage.

Kitchen facility use for the purpose of handling food with the exception prepackaged ready to eat food items. A nutrition services staff person will be scheduled to be present and supervise during use for a fee.

The client will always have an individual present who has received training in food safety and sanitation and documentation of training will be provided upon request. The individual’s name and phone number are _____

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