Newport School District
Request to use Fields or Facilities

** This form is to be completed and returned to the building where use is being requested.

- Completion of request form does not ensure usage. If accepted, then Building/Fields Use Agreement must be signed by both the requesting party and the building principal.
- The person named below must take responsibility for covering the cost of any damage and/or the cost of securing the building.
- All groups need to be out of the building by 9:00 pm or agree to pay custodial overtime.

1. Today's date____/_____/_____
2. Name of person (Renter) requesting use: _____ phone: _____
3. Are you requesting use by an organization? If yes, name of group:_____
4. To which category do you belong?
   ___ Category 1: School related group, those organizations whose main purpose is to promote the welfare of boys and girls.
   ___ Category 2: Community betterment and/or Non-Profit, those organizations who might wish to use the facility for lectures, political rallies, entertainment, college courses
   ___ Category 3: Commercial enterprise, profit making or business related
5. List dates and time when use is requested:

Date	Day of Week	Beginning and ending times	What are you requesting to use? (field, gym, kitchen, cafeteria, etc)
(Please continue on back if more space is required)			

Costs may be incurred for:

1. Custodial (min 2 hrs. @ $30/hr)
2. Kitchen help (min 2 hrs @ $30/hr)
3. Utilities figured on an individual request basis
4. Lost key $100
5. Damage deposit

The Renter Agrees:

a. to pay to the District $_____for the use of the above described facility.
b. to indemnify and hold District harmless against any and all liability, including attorneys' fees arising in any manner out of its occupancy of the District's facilities described above irrespective of negligence and of whether claims be for damages to property or for personal injury of any person, including death.

Renter's initials_____

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Insurance

Renter shall procure and maintain in force, without cost to the District, within 10 days of the date of this agreement and throughout the term of this agreement or as long as Renter remains in possession of the facilities, a broad form comprehensive general liability policy of insurance covering bodily injury and property damage, with respect to the use and occupancy of the facility with liability limits of not less than $1,000,000 per occurrence. District shall be named as additional insured on all such policies, which policies shall in addition provide that they may not be cancelled or modified for any reason without fifteen (15) days prior written notice to District. Renter shall provide District with a certificate or certificates of such insurance within 10 days of the execution of this agreement.

Renter's initials_____

_____

Requesting party signature Date

OFFICE USE ONLY

- ☐ Step 1 - Ensure the space is available via the NSD Facility Use Calendar
- ☐ Step 2 - Communicate through the athletic director (or Stratton admin secretary)
- ☐ Step 3 - AD signature
- ☐ Step 4 - Approval and signature through building principal
- ☐ Step 5 - Add to NSD Facility Use calendar in color (Stratton-red, SHMS-blue, & NHS-yellow)
- ☐ Step 6 - Add notes for special circumstances to the calendar event (i.e. sprinklers to be turned off, light keys submitted, etc.)
- ☐ Step 7 - Send calendar invites to athletic directors, custodial staff, and maintenance staff
- ☐ Step 8 - Submit work order for technology to issue fob(s)
- ☐ Step 9 - Submit work order for maintenance to issue security code for alarm

- ☐ approved
- ☐ not approved (state reason)

_____

Authorized signature Date