

Spencerville Local School District
Use of Facilities Application / Contract

Name of Group/Organization: _____

Organizer / Contact Person(s), Title: _____

Mailing Address: _____

Cell Ph: (_____) _____ Email: _____

Date(s) of Meeting or Event: _____

Purpose of Function: _____

Person(s) Responsible: _____

Number of People Attending: _____ ☐ approximate

The facility will be used between the hours of _____ AM / PM and _____ AM / PM.

(This timeframe should include set-up / clean-up of facility.)

Parts of the building being requested:

- ☐ Large / Competition Gymnasium
- ☐ Small / Auxiliary Gymnasium
- ☐ Cafetorium (check here for use of stage)
- ☐ Classroom(s): if so, how many? _____
- ☐ Other Meeting Space
- ☐ Outdoor Area: please specify _____
- ☐ Other: _____

The User(s) Agree to the Following:

1. The user will pay a fee to be determined by the Superintendent: \$ _____
2. The user agrees to pay a bond/deposit of \$ _____, refundable at the time of the expiration of the agreement provided the facility has been left in an appropriate condition.
3. To use only those parts of the building or grounds that were requested.
4. To ensure that any furniture and equipment moved during the use of the facility is replaced, that the facility will be left in a clean and tidy condition, that proper care is taken of the premises during use and any damages from such use, whether caused by recklessness, or the willfulness of the user(s), or the servants, agents or invitees of the User(s), is repaired or replaced at the user's own cost.
5. That there will be no alcoholic beverages of any kind consumed, tobacco products used or illegal drugs used by anyone associated with the user(s) while on School premises.
6. The School reserves the right to terminate this agreement immediately by notice in writing at its absolute discretion for violations of #3, #4 and/or 5 listed above.

(-Over, please-)

7. The User(s) must give written notice to the School of any accident/incident resulting in bodily injury or damage to the property of the School or others occurring on School premises or in any way connected with the use of the School premises within 24 hours of the accident. This notice must include details of the time, place and circumstances and the names and addresses of any person(s) witnessing the accident/incident.

IN ADDITION, the user(s) undertakes and agrees to hold harmless the school, school board, school board appointed officials, principals, teachers and all other school employees, volunteers or representatives and all persons and bodies corporate acting for or on behalf of them, against all liability, claims, demands, actions, suits, damages, proceedings, costs, and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of the School premises by the user(s) (or the servants, agents, or invitees of the user(s)) and for such further sums in excess of those contained in any insurance policy procured by user(s) relating to the use of the school premises or for such amounts as may not be payable under any such insurance policy.

Application Signed by Contact Person / Organizer: _____

Date Signed: _____

SPENCERVILLE LOCAL SCHOOL DISTRICT:

Approved By: _____, Brian Woods, Superintendent

Date Signed: _____

For office use only:

NOTIFICATION

☐ Approval Sent to Applicant	Date: _____
☐ School Calendar	Date: _____
☐ Maintenance	Date: _____
☐ Doors	Date: _____
☐ Cafeteria (if applicable)	Date: _____

Payment Received:

Amount: \$ _____	Date: _____	By: _____
Amount: \$ _____	Date: _____	By: _____