Application for Use of District Property
Release/Indemnity Agreement

The St. Joseph School District Facility Usage Handbook and Board Policy KG provides more information, including a listing of current facility usage fees. A copy of your Certificate of Insurance must be turned in with this application. Applications must be turned in to the administrator of the building/facility you are requesting at least 14 days prior to the requested date. Facilities may begin to be requested for outside groups under the following guidelines:

-Reservation requests for June 1 – August 31 = Request dates begin April 1
-Reservation requests for September 1 – December 31 = Request dates begin July 1
-Reservation requests for January 1 – May 31 = Request dates begin November 1

No group will be permitted use of school facilities if it interferes or conflicts with school or school-endorsed programs/activities. The St. Joseph School District reserves the right to cancel any outside group use should a conflict with a school program arise.

Activity Title_____
Individual Responsible_____Phone_____
Address: _____ email:_____
Is the person a SJSD Employee: Yes ____ No____
Activity Type/Purpose- Meeting, Practice, Fundraiser, Camp/Clinic, Tournament/Meet, Special Event, Game, Other (List):_____
Name of school and located requested: (auditorium, field, gym, classroom)
_____

Date requested_____Start Time_____End Time_____
Start Date _____ End Date _____

Services that fall on a day a building is closed are subject to a $50 opening fee (if staffing is available)
Support personnel (custodial, A/V, kitchen, etc.) will be scheduled 30 minutes before and 30 minutes after an event for set up and clean up.
Custodial fees (for events outside of normal custodial hours) will have a 2-hour minimum custodial fee.
The use of tobacco products, alcoholic beverages, and gambling in any form is not permitted in school buildings or on school property.

Facility Use Fees (to be filled in by building administrator):

Facility hourly fee _____ x # of hours_____ = Total FacilityFee_____

Custodial/Kitchen fee____x # of hours_____ + Opening fee (if applicable)_____= Total Staffing Fee_____

Other fees (Security, Theater Tech/Lights)- List_____Fee_____

_____Fee_____

_____Fee_____

_____Fee_____

Total Fee _____

Release from Liability, Indemnity, and Hold Harmless Agreement
(To be completed and accompany each application for usage of SJSD facilities)

_____(hereinafter referred to as "Entity") has made Application for usage of district facilities in accordance with SJSD Board Policy KG "Community Use of District Facilities" and Administrative Procedure KG-AP. In consideration of the use of the District's facilities, the "Entity" on behalf of itself and all of its members, participants, and guests hereby releases the St. Joseph School District, its agents and employees, from any and all liability for injuries or claims of liability for injuries which the Entity, its members, participants and guests might receive during the use of District facility by the Entity, its members, participants, guests, even if the injuries sustained or claimed are the result of the fault of negligence of the St. Joseph School District, it agents and employees. The Entity agrees to indemnify and hold harmless the St. Joseph School District, its agents and employees, from any such liability or claims of liability.

Both the Entity and myself as an individual understand that district equipment cannot be removed from school property. Both the Entity and myself as an individual agree to exercise care in protecting school equipment and to prevent damage to school equipment. In the event damage results to either the building or any equipment, regardless of the cause, the Entity and myself as an individual agree to reimburse the district for the repair or replacement at the District's discretion. I understand that use of the facility is subject to availability of District personnel for building supervision. I also acknowledge that this agreement is bound by Board Policies KG and KG-AP.

Prior to approval of the Application for Usage of District Property a completed Application and executed original of this Agreement must be filed with the Superintendent or his designee.

_____ _____

Representative of Entity and Individual Signature Date

I have confirmed that District personnel listed below have committed to working this event.

_____ _____Notified Applicant (date)_____

Building Administrator Date

Personnel working event:

Internal use only:

Please complete this form and send to the Student Services office for approval ***not less than 14 days in advance*** of each non-school activity requiring the opening of the building after school hours. Approved copies will be returned to the Building Administrator and to the Maintenance Department. No approval can be given without the submission of these properly completed forms. For School Activities, Student Services does not receive a copy. The Building Administrator will send a copy to the Maintenance Department and retain one copy for their records. Student Services will send a copy of all approved building agreements requiring payment to the Business Office**. It is the responsibility of the Building Administrator to contact Maintenance to obtain willing personnel to work the event requested prior to signing the application, submitting the request to Student Services, and notifying the applicant if approved.**

_____ _____

Director of Student Services Date