USE OF SCHOOL FACITLITY REQUEST FORM- REF: BOARD POLICY ABBB

People or organizations desiring use of the school building should read, in its entirety, the school board policy in regard to facilities as found on the back side of this sheet. The below written request must also be submitted to the school office of the site where usage is requested.

1. Date of Reservation: _____
2. Time: _____
3. Facilities Requested (Rooms): _____
4. Group Name: _____
5. Number in Group: _____
6. Name of Person in Charge: _____
7. Is a Janitor/setup also requested:
   _____
8. Do you have technology needs
   (list):_____
9. Please Complete the Indemnification Agreement Below:

The undersigned does agree to defend, indemnify, and hold harmless the School District, its agents and employees from all claims, demands, damages, actions, and rights of actions of whatever kind or nature which hereafter arise out of, in consequence of, on account of, or in any way derived from the use of the premises. The undersigned does fully and forever release and discharge the School District from any claims including but not limited to personal injury, damage to property or death.

I/we further agree to reimburse the School District for the cost of repairing or replacing any damage incurred to the premises while utilized by the undersigned.

_____ _____

(Organization) (Signature of Person in Charge)

_____

(Date)

FOR SCHOOL USE ONLY: Fees include: $15.00 for the kitchen, $10.00 for the cafeteria and $25.00 for the gym when used by private organizations. If set up is required, a 50.00 fee will be charged for chair set up/take down and cleaning.

_____rooms at the _____School:

_____Approved Free _____Denied

_____Approved at a Rental Fee of_____

_____ _____

(Date) (School Official)

USE OF SCHOOL FACILITIES

The school is often considered the center of the community. The school thus may be used by the community subject to certain regulations. Key regulations include:

1. School use of facilities shall have precedence over any outside group or individual unless waived by school officials.
2. There will need to be a designated individual responsible for supervision of those in attendance and the condition of the building and contents. Such person will also be liable for any damages that may occur.
3. No alcoholic beverages or tobacco shall be permitted in the building.
4. The renter shall leave the building as originally found or make arrangements to hire the school janitor if janitorial services are needed for setup/take down.
5. Final authorization for use of the facilities will always be at the discretion of the school administration and or board of education.
6. Each school has a use of school facility form which must be completed when requesting its use. The form seeks necessary information needed and lists rental charges. Charges may be waived and or will vary depending on the activity and rooms needed.