HAVRE PUBLIC SCHOOLS

REQUEST FOR FACILITY USE

DATE OF REQUEST: _____

GROUP NAME: _____

ACTIVITY: _____

CONTACT PERSON: _____ **CONTACT PERSON:** _____
(printed) (signature)

ADDRESS: _____ **TELEPHONE:** _____
(Street)

_____ **FACILITY REQUESTED:** _____
(City, State, Zip)

AREA/ROOMS REQUESTED:

- ☐ Auditorium
- ☐ Gym
- ☐ Locker Rooms
- ☐ Cafeteria
- ☐ Classrooms (how many?) _____
- ☐ Other: _____

_____

SPECIAL NEEDS:

- ☐ Tables: No. Needed _____
- ☐ Chairs: No. Needed _____
- ☐ Sound/Lighting Systems
- ☐ Custodial Services
- ☐ Food Served
- ☐ TV/VCR
- ☐ Other: _____

_____

SPECTATOR ADMISSION CHARGE? _____ **PARTICIPANT ENTRY FEE?** _____

DATE(S) REQUESTED: **NUMBER OF ATTENDEES (Approximate):** _____

DATE: _____ **TIME IN:** _____ **TIME OUT:** _____

DATE: _____ **TIME IN:** _____ **TIME OUT:** _____

DATE: _____ **TIME IN:** _____ **TIME OUT:** _____

APPROVED:

_____ _____
Building Principal or Designee Director of Operations

Approval must be obtained for any extra curicular school activity or non-school organizations to use a facility. This Request for Facility Use form must be submitted to the Director of Operations, Havre Public Schools, P.O. Box 7791, Havre, MT 59501. After receiving a written request, the Director of Operations will coordinate the schedule and needs for the event with the HHS Athletic Director, Principal of the Middle School, Principal of the Elementary School, and/or HHS Drama Department. **GROUPS REQUESTING THE USE OF A FACILITY SHOULD NOT CONTACT THE SCHOOL DIRECTLY.** Final approval will be made by the Director of Operations and the facility administrator. Written confirmation or declination, including any fees or restrictions, will be sent to the requesting organization.

There shall be no liability assumed on the part of elementary school District 16 or high school District A, Hill County Montana, or its trustees or agents, either officially or personally to the user for any damage occurring from the use of the district facilities. All users shall hold the above named districts, its trustees and agents free and harmless from all claims or liability for damages for any person or persons for injury to person or loss or damages to property caused by or in connection with the use of the premises or any other source.