



CACHE COUNTY SCHOOL DISTRICT

Facilities User Request Form and Permit

Policy 6400.F1

This user request form is required for the use of Cache County School District Property. This is not a confirmation of your request. Once received by the Cache County School District, we will reply as soon as possible. If your request is approved for use as a Civic Center below, it will constitute a permit for use of this property pursuant to UCA.

§ 53A-3-413, 414. The Cache County School District is thereby not liable for any claims, injuries, or lawsuits arising from use of District property under UCA § 63-7-301 (5).

Date Submitted _____

Contact Name: _____

Organization: _____

Address: _____

Phone: _____ Email: _____

Type of Activity _____

Date(s) Requested _____

Location _____ How Many People Expected? _____

Facility: Gym _____ Auditorium _____ Classroom _____ Other _____

Sound and Lights _____ Microphone/Stand _____ Other _____

User Category (1, 2, 3, 4, 5) _____ (6400.P1)

Category 5 Users: a certificate of insurance must be provided, and the Request for Use of School Facilities Agreement form is required.

Non Profit (Yes/No)? _____ If yes, a 501c3 form may be required.

Rental Charges: Calculate charges using the Facility Rental Rates form (6400.P1)

Total Charges \$ _____

Below for School Use Only

Your request has been Approved _____ Declined _____

Notes _____

Permit

Your request is approved for use of District facilities/property at (location) _____

Date(s): _____ Time(s): _____

You are hereby granted this PERMIT to use district property as described above. Use at your own risk. The district is immune from liability for your use pursuant to UCA § 53A-3-413-414 and §63T-7-3012 (5). You are advised to obtain insurance for your own liability.

Approved by : _____ Date: _____

Updated: June 18, 2026