UNION PUBLIC SCHOOLS
APPLICATION FOR USE OF SCHOOL FACILITIES

Attention: Sr. Facilities Manager
6836 S. Mingo Rd. Tulsa, OK 74133
Email: churchill.arthur@unionps.org
Office phone: 918-357-7482

FORM MUST BE COMPLETELY FILLED OUT OR WILL BE RETURNED UNAPPROVED
ALL REQUESTS ARE TENTATIVE UNTIL REVIEWED AND APPROVED BY THE DISTRICT FACILITIES COMMITTEE AND OFFICIAL CONFIRMATION IS SENT OUT

- ORGANIZATION MAKING REQUEST: _____
- EVENT: _____
- DATE(S) (attach an additional sheet of dates if necessary):_____ 20_____
- BUILDING REQUESTED: _____ ROOM(S) / AREA(S) REQUESTED: _____
- TIMES:
  - Set up time: _____ am / pm TO _____ am / pm Doors open time: _____ am / pm
  - Event time: _____ am / pm TO _____ am / pm Clean up time: _____ am / pm TO _____ am / pm
- SET-UP NEEDS (attach an additional sheet for more specific instructions if necessary)
  - Tables (quantity and location): _____ Chairs (quantity and location): _____
  - Technical needs (microphones, audio/visual, etc): _____
  - Podium: ☐ yes ☐ no Other needs and / or requests:

GENERAL INFORMATION

- CONTACT
  - Name: _____ Address: _____
  - Email: _____ Phone number: _____
- EXPECTED ATTENDANCE: _____
- ADMISSION CHARGE / COLLECTION OF MONEY / FUNDRAISER: ☐ yes ☐ no
- INFLATABLES: ☐ yes ☐ no MEAL / FOOD TO BE SERVED: ☐ yes ☐ no

Great Plains Coca-Cola, Inc. is Union Public Schools' preferred beverage distributor. Any use of Coca-Cola-branded equipment requires the use of Coca-Cola products.

I, the undersigned, do affirm that I have read the regulations pertaining to the use of all school facilities and hereby agree to comply with the rules and regulations of the Union Board of Education governing the use of such buildings specified in Board Policy #1350 and agree to be responsible for any damages that may occur to the building or equipment during such use. Applicant agrees to defend, indemnify, and hold harmless Union Public Schools, its Board of Education, officers, employees, and agents from any claims, damages, losses, liabilities, costs, or expenses arising out of or related to the applicant's use of district facilities. I understand that any charges are to be paid in advance or upon presentation of an invoice. I understand any special services or accommodations required to comply with Section 504 and Title II of the ADA for the use of district facilities by any participants, officials, spectators, volunteers, or employees of the lessee will be the full responsibility of lessee. I understand that tobacco products, vapor products, alcohol, and marijuana are prohibited on all Union Public Schools property. I agree to provide a Certificate of Insurance (COI) to the Facilities Department showing Union Public Schools is listed as an additional insured and to submit the COI at least ten (10) days prior to the use of Union's facilities.

APPLICANT'S SIGNATURE: _____ DATE: _____

SITE ADMINISTRATOR'S SIGNATURE: _____ DATE: _____

To be filled out by Facilities Department: *COI received:* ☐ *yes* ☐ *no* *Charges:* _____

☐ **School Sponsored** ☐ **External** ☐ **Rental** ☐ **Spirit** ☐ **Intramurals** ☐ **Administration** ☐ **Unassigned**

UNION PUBLIC SCHOOLS
INSURANCE REQUIREMENTS

The Licensee shall provide, at its expense, a Certificate of Insurance (COI) evidencing the coverages required below. Coverage shall protect against claims for bodily injury, personal injury, property damage, and other liabilities arising out of or related to the Licensee's use of District facilities.

All Licensees

- Commercial General Liability Insurance with limits of not less than **$2,000,000 per occurrence**.
- Union Public Schools, Independent School District No. 9, Tulsa County, Oklahoma, shall be named as an **Additional Insured**.
- An umbrella or excess liability policy may be used to satisfy the required limits.
- Insurance coverage must remain in effect for the entire period of facility use, including setup and teardown activities.
- The Certificate of Insurance must identify the specific event or activity covered.
- A valid Certificate of Insurance must be submitted to the District no less than **ten (10) business days** prior to the event. No event setup or occupancy shall be permitted until acceptable proof of insurance is on file.
- If coverage is canceled prior to the event, the issuing carrier shall notify Union Public Schools.

If Licensee Has Employees

- Workers' Compensation Insurance meeting all Oklahoma statutory requirements.

If Vehicles Are Used in Connection with the Event

- Commercial Automobile Liability Insurance with limits of not less than **$2,000,000 combined single limit per accident**.
- An umbrella or excess liability policy may be used to satisfy the required limits.

Certificate Holder

Union Public Schools, Independent School District No. 9
8506 East 61st Street
Tulsa, Oklahoma 74133

Failure to Comply

Failure to provide acceptable proof of insurance may result in denial, cancellation, or revocation of facility use privileges.

PLEASE NOTIFY YOUR INSURANCE AGENT OF THESE REQUIREMENTS

Certificate of insurance should be mailed to:
Union Public Schools
UMAC Arena
ATTN: Art Churchill
6836 South Mingo Road
Tulsa, Oklahoma 74133-3247