

APPLICATION for USE of SCHOOL FACILITIES

This form is to be completed and returned to the building principal's office at least two weeks prior to the date for which use of school facilities or equipment is being requested. Board policy concerning use of school facilities is to be read, understood, and complied with by the person(s) and/or group making the request.

Please print:

Organization: _____
Contact person: _____
Street address: _____
City, state, ZIP: _____
Phone: () _____

1. Specific facility being requested (e.g., OMS library, OHS gym):

2. Date(s) of use: _____

3. Hours of use: _____
4. Type of activity for which facility is being requested: _____
5. Will the service of any school personnel, custodians, cooks, teachers, etc., be expected or required?
 No Yes
If so, specify needs here and understand that you will be charged for these services.

6. Will any admission fee or charge be made? No Yes (indicate amount \$ _____)
7. Will decorations be used? No Yes (type _____)
8. Will refreshments be served? No Yes (type _____)
9. If this request is for a weekend or time outside of normal working hours, the building will be locked. How will the building be opened and secured again? Check one:

- Hire school personnel at \$20 per hour
- Member/friend of our organization who is a district employee will be present at activity.

Name of individual: _____ Phone: _____

I, the undersigned, will be present and in charge of this activity. I accept full responsibility for the care of school property and equipment, will supervise the conduct of those in attendance, will clean up at the conclusion of the activity, and will enforce all Board of Education policies pertaining to the use of school facilities and equipment (please see reverse).

I further understand and agree to provide, if requested, a certificate of insurance naming the school district as an additional insured and naming me/my organization as the primary insured for this event/activity.

Signature: _____ Date: _____

Request approved denied (reason: _____)

Principal's signature: _____ Date: _____

Copy to: Buildings & Grounds Director
Requestor
School file