



Stephenson Area Public Schools Facility Use Form

FACILITY WANTED: _____
(Building or grounds)

ROOM(S) WANTED: _____
(If multiple dates are required, write "see attached" and attach separate list)

DATE(S) TO BE USED: _____
DAY OF WEEK MONTH DATE YEAR

HOURS TO BE USED: _____ TIME OF EVENT: _____
SPECIFY A.M. OR P.M. SPECIFY A.M. OR P.M.

ORGANIZATION AND/OR SPONSOR: _____

PURPOSE OF MEETING/EVENT: _____

ADMISSION CHARGE: _____ CONCESSION CASH BOX NEEDED? _____

CASH BOX NEEDED? _____ CUSTODIAN CLEAN-UP NEEDED? _____

INDIVIDUAL REQUESTING FACILITY: SCHOOL EMPLOYEE ACCEPTING RESPONSIBILITY:

NAME: _____ NAME: _____

PHONE: _____ PHONE: _____

CHAPERONES: (FOR DANCES, 3 CHAPERONES ARE REQUIRED)

SPECIAL CONSIDERATIONS FOR SET UP. PLEASE LIST EXACTLY WHAT IS NEEDED.

_____/_____
Signature of applicant Date

_____/_____
Signature of school employee Date

_____/_____
Signature of administrator Date



CONTRACTUAL AGREEMENT

*ALL APPLICATIONS MUST BE SUBMITTED WITH A MINIMUM OF 72 HOURS ADVANCE NOTICE.

- The user will be permitted access to the school district on _____ from _____
(Date)

_____ and will agree to follow all the rules governing use of the
(Time)

school district and any specific guidelines or restrictions at the sole discretion of the school district. Locations used shall be subject to the school district's discretion and the user will be responsible for all expenses related to their presence at the school district.

- The applicant must agree to reimburse the Board of Education for loss of damage to property sustained during occupancy covered by the permit. The applicant must relieve the Board of Education from all responsibility for loss or damage to the property of any person attending the meeting or event. The applicant agrees to keep proper order, see that tobacco and intoxicants in any form are not used or present on school properties and that there will be no obscene or profane language or gestures.
- The moving of all school property must be done by the custodians in charge or the area to be used/or as appointed by the Custodial Supervisor or Administration.
- The school facilities may be used by the community organizations, outside of school connected activities which do charge an admission (or in any way take collection) for charity purposes. These organizations will be charged custodial fees to have a custodian present during the activity unless a current employee of Stephenson Area Public Schools will assume all responsibilities and be present at the activity for the entire amount of time the facility is being used. **The person assuming this responsibility will make sure all lights and/or electrical appliances are turned off, windows are closed and doors are securely locked before they leave.**
- Any applicants for the use of the school facilities may be referred to the Board of Education for final action.
- The user agrees to defend, indemnify and hold harmless the school district, its' boards, employees and representatives from any and all claims, actions, suits, judgements and expenses including claims, costs, attorney fees and damages in connection with its' activities resulting in loss of life, bodily or personal injury, product liability claims and/or damage to property arising from or out of use by the user or its' agents, members, partners, associates or employees or any portion of the school district.

- Insurance requirements can be waived for low risk activities and short term events. The user shall, at their own expense, keep in full force and effect until the cessation of the activity, a commercial general liability (CGL) insurance policy having limits of not less than one million dollars (\$1,000,000) for each occurrence, and in the aggregate combined single limits for bodily injury, personal injury and property damage. In addition, the policy shall name the school district as an additional insured on the policy. The user shall provide the school district evidence of in force coverage with a certificate of insurance prior to the facility use. The certificate of insurance must be in force for the date(s), time(s) and year(s) of event(s).

Signature of applicant: _____ Date: _____

Signature of administrator: _____ Date: _____