

APPLICATION FOR USE OF SCHOOL FACILITIES

Howells-Dodge Consolidated School District

Name of Organization Making Request: _____ Date: _____

Type of Organization and Type of Activity or Event

_____ Event or activity that is designed to service students of the District or which is related to any function of the District, including approved school-community associations and school-affiliated non-profit groups. *Describe:* _____

_____ Other: *Describe:* _____

Facilities Requested. Building: _____ Areas: _____ Fee: _____

Dates & Times Requested:

Dates (From – To)	Time (From – To)	Repeating	# Wks.
_____	_____	Yes No	_____
_____	_____	Yes No	_____
_____	_____	Yes No	_____

Details of Use (Attach an additional explanation if needed)

Describe the Type of Activity or Event: _____

No. of Anticipated Users and Spectators: _____ Concessions/Food Served: Yes No Describe: _____

Set Up or Tear Down Required by District: _____

Type of Cleaning Required During and Afterwards: _____

Special Equipment to be Used (District & Organization): _____

Fees (To Be Completed by Superintendent or Designee)

- **\$50.00 Rental Fee** will be charged to any event that is non-school related and/or charges a fee, admission, or membership for their activity or group.
- There will be No Charge to those groups or organizations who work with the youth of the community and do not charge fees; OR if fees are charged but are in turn used to benefit the youth and youth programs.
- There will be additional charges if school personnel is needed for set-up or clean-up.

Policy Compliance and Acceptance of Liability

This application is subject to the terms of the Board’s “Community Use of School Facilities” policy. The terms and conditions of that policy are incorporated into this application by this reference. Applicant accepts all such terms and conditions.

We have read, understand and agree to abide by the policies, rules and conditions on the use of these facilities on this form and in Board Policy. We understand that we are accepting the use of the facility from the Howells Dodge Consolidated School District with no assurances or guarantees relative to their condition. It shall be our responsibility to check the facility to see that it is safe for our intended use. We take full responsibility for the facilities while they are being used by our group and will make full restitution for any and all damages which may occur while our group is using the facility. We agree to indemnify and hold the school district harmless for any and all accidents and injuries to ourselves or others while we are using the facility regardless of the negligence of the school district or its personnel. We assume full responsibility and liability for any injuries.

Name, Position

Signature

Date

Name, Position

Signature

Date

IMPORTANT: You are responsible for locking and closing ALL doors and shutting off all lights. Also, please make sure to clean up any mess and make sure all trash has been picked up. As the Supervisor of this event, it is your responsibility to make sure ALL children are supervised at ALL times, and are only allowed access to the area you have asked to use.