

SOUTHLAND C-9 SCHOOL DISTRICT

COMMUNITY USE OF DISTRICT FACILITIES (Application for Permit to Use District Facilities)

The Southland C-9 School District permits the use of district facilities by individuals and groups as defined in Policy 1420 and Regulation 1420 Community Use of School Facilities.

Applicants must supply all information requested on this form before the application can be processed. The completed application must be presented to the appropriate district personnel at least two weeks prior to the date requested for use. Fees, when applicable, must be paid one week prior to the date of requested use.

Date of Application: _____

Group/Individual Information

Name of Group or Individual: _____

Group or Individual Is: G Governmental
 G Nonprofit
 G Other (Explain): _____

Board policy requires groups to designate a representative who is at least 21 years old and has the legal authority to bind the group contractually. Please provide the representative's contact information below. Individuals may sign for themselves if they are at least 21 years old.

Name of Representative/Individual: _____
Address: _____
Phone Number: _____ Mobile Phone Number: _____
E-mail Address: _____

Use Request Information

Type of Property Needed:

G Classroom(s) _____
G Main Gymnasium G Multipurpose Gymnasium G Hallway
G Playground G Cafeteria G Lobby/Atrium
G Athletic Field G Kitchen Area G Library/Media Center

Name of District Site/Building (if requesting a specific site): _____

Date of Requested Use: _____

Time Building or Space is Needed: From _____ a.m./p.m. to _____ a.m./p.m.

Description and Purpose of Use (Please be specific.): _____

Number of Attendees Expected: _____

Equipment

Groups and individuals may use desks, chairs and tables located in the room or facility designated for the individual's or group's use, but otherwise a permit to use district facilities does not give permission for an individual or group to use district equipment, such as interactive whiteboards, computers, electronic equipment, projectors, kitchen appliances, scoreboards or athletic gear. The superintendent or designee may provide access to equipment at his or her discretion and may charge a fee or a security deposit for its use.

Please list any equipment needed: _____

Documentation

Please attach the following documents to this application:

- G Documentation demonstrating nonprofit status
- G Proof of insurance
- G Indemnity and hold harmless agreement
- G Applicable fees and deposits

Signature

I agree to pay the applicable fee(s) for the use of district facilities including, but not limited to, any required security deposits, personnel costs, equipment rental fees and insurance costs.

I understand that district equipment cannot be removed from district property. I agree to exercise care in protecting district equipment and to prevent damage to district equipment. In the event that damage to district property occurs, regardless of the cause, I agree to reimburse the district for the repair or replacement of the equipment at the district's discretion.

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I understand that I am responsible for the actions of the group meeting, and I will arrive before the activity begins and remain until all participants leave.

Signature of Individual or Group Representative

Date

For Office Use Only

Request for use is:

G Granted as requested on this application.

G Granted with the following alterations: _____

G Denied.

If the request is granted:

Indicate personnel needed and number of hours needed:

_____ Supervisory Personnel
_____ Custodians
_____ Food Service Staff
_____ Security Staff
_____ Technicians
_____ Other: _____

Indicate fees and required deposits:

\$ _____ Facility Use Fee
\$ _____ Equipment Use Fee
\$ _____ Personnel Costs
\$ _____ Total Fee Due
\$ _____ Security Deposit Required to Hold Date

Signature of Superintendent/Designee

Date

Users must have the signed copy of this approved request with them during facility use.

FILE: FORM 1420
Critical

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Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 02/2018

Revised: