

**BUILDING USE REQUEST FORM**

Humboldt County School District

310 East 4<sup>th</sup> Street

Winnemucca, NV 89445

(To be filled out by the person renting the facility)

1. Date of Application by User \_\_\_\_\_
2. Name of Group or Organization \_\_\_\_\_
3. Mailing Address of Group or Organization \_\_\_\_\_  
\_\_\_\_\_
4. Desired Date and Time: \_\_\_\_\_
5. Facility Desired \_\_\_\_\_
6. Room Desired \_\_\_\_\_
7. What is the Nature of this Activity? \_\_\_\_\_  
\_\_\_\_\_
8. Number (Approximate) of Persons in Group \_\_\_\_\_
9. Other things the person representing the organization needs to be aware of:

- Humboldt County School District assumes no financial responsibility for any injury or accident, lawsuit, etc. that may occur during the user's tenure of grounds or facilities.
- As the user of the district facilities, the renter agrees to leave the grounds or facilities in a condition equal to or better than when authorized for use.
- All charges incurred will be worked out with the building administrator and the Director of Maintenance.
- The renter agrees to abide by the provisions of the Board's policy regarding the use of school buildings and grounds.
- As per policy, the renter agrees to show/provide proof of liability insurance for the requested activity.

\_\_\_\_\_  
(Signature of Person Representing Organization)

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

This completed form must be submitted to the building office no later than seven days prior to desired building use date.

Approval from building site administration office \_\_\_\_\_

Copies to:

- Director of Maintenance
- Building Custodian
- Building Secretary
- District and School Calendars

Revised 6/12/06