



WILLIAMS COUNTY SCHOOL DISTRICT #8
FACILITY USE REQUEST AND AGREEMENT

Person/Group Making Request _____

Contact Name _____ Telephone Number _____

Building Requested _____ Room(s) Requested _____

Date(s) Needed _____ Time Needed: From _____ To _____

note - Either party may cancel this agreement with 10-days' notice.

Intended Use of Premises _____

Name of Insurance Company and Amount of coverage* _____

*Sponsor agrees to obtain, at its own cost and expense, general liability insurance in the sum of not less than \$1 million dollars per occurrence and make a copy available upon request. WCSD#8 shall be named as an additional insured.

NOTE: LIQUOR AND/OR TOBACCO PRODUCTS ARE NOT ALLOWED ON SCHOOL PROPERTY, INCLUDING BUT NOT LIMITED TO: OUTSIDE GROUNDS, PLAYGROUND AND PARKING LOT.

- Premises are to be used for reasons listed above and no other manner and at the time specified.
- Permission automatically expires at the stated end time of event.
- All garbage will be placed in garbage dumpster outside, all tables will be wiped off and clean.
- All bathrooms will be walked through at the conclusion of the event, toilets will be flushed, sinks wiped off and lights off.
- It is the responsibility of the person signing this contract to return the facilities to the standard set up after use. This means putting tables/chairs etc. back into proper places in the same manner or better than you found it. Clean up any spills, insure all doors/windows are closed and locked when leaving and turn off lights.
- Children will not be permitted to run freely through the building while parents are attending meetings, activities or function within the school. Adequate supervision will take place always throughout the event and children will not be permitted in areas that have not been requested for use.
- The key will be returned to the district office the next business day.
- Any and all damage will be reported to school officials immediately and paid for by the responsible party signing this document.
- You will be billed \$____ per hour should the school have to clean up or hire staff to clean up after your activity.
- All members of the group using the school will be made aware of these rules and adhere to them.
- The name Williams County School District #8 shall not be used to suggest co-sponsorship or endorsement of any activity without prior written approval by the Superintendent.

Should any of the above rules or regulations not be followed, I understand the organization can lose privileges to use the facilities for future dates/events.

The person/group requesting the use of Williams County School District #8 facilities does hereby fully and forever release and discharge the Williams County School District #8, its agents and employees, and their heirs, personal representatives, successors, and assigns from all claims, demands, damages, actions rights of action, or whatever kind or nature which hereafter arise out of, in consequence of, on account of, or in any way derived from the use of the premises. It is further agreed that in the event of property loss and/or damage, the undersigned will reimburse Williams County School District #8 for the cost of repairing any damage incurred to the premises, or to the replacement of same value to the loss of equipment from said premises resulting from use of the undersigned.

Signature of Responsible Party

Date

Superintendent Signature (Approval)

Date