



2020-2021

**Application Form  
(Complete all Lines)  
Use of Facility**

School Name \_\_\_\_\_ Categorical Group No. **(See Policy F-2)**  
(SITE TO BE USED)

**All** categorical groups identified pursuant to Policy F-2 must complete a Use of Facility Application Form. Groups which are in Category Group 1 may submit an application form for the annual use of facility. All other groups must submit an application form per use for "Use of Facility". Application serves as binding agreement between applicant and Mid-Del Schools.

1. Name of Applicant \_\_\_\_\_ 2. Date \_\_\_\_\_  
3. Organization \_\_\_\_\_ 4. Address \_\_\_\_\_  
5. Telephone: (Bus) \_\_\_\_\_ (Home) \_\_\_\_\_  
6. Facility Requested \_\_\_\_\_ Rate **(See Policy F-2)**  
(Cafeteria, Fieldhouse, Gym, etc.)  
7. Date(s) Facility Requested \_\_\_\_\_ 8. Time(s) \_\_\_\_\_  
9. Liability Insurance Verifications **\*(See back side.)** Copy must be attached when application filed.  
10. Facility Cost to Applicant \_\_\_\_\_ 11. Deposit Required (Cash or Certified Check) yes \_\_\_\_\_ no \_\_\_\_\_  
12. Additional Expenses for Use of Facility: The applicant will be charged at \$ 30.00 per hour with a 2 hour minimum per person for all personnel (Certified and Non-Certified Staff). Applicant and school site will determine the number of positions needed for each event.

	# of positions to fill	Estimated # of hours
a) Custodian .....	_____	_____
ABM custodian employees are to be paid directly by the applicant.		
b) Ticket Taker .....	_____	_____
c) Supervision .....	_____	_____
d) Lighting Tech .....	_____	_____
e) Sound Tech .....	_____	_____
f) Security .....	_____	_____
g) Kitchen .....	_____	_____
h) Others (Time Keepers, Bookkeepers, etc.)	_____	_____

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*(I agree to adhere to Board of Education Policies and regulations governing the use of facilities, including but not limited to Board of Education approved exclusive vending contracts.)*

Approval of Principal \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

District Administrator

**SEE BACK SIDE**

**Revised 10/1/08**

**Liability** insurance is required to be furnished by all facility users unless exempt by policy.

Minimum liability insurance coverage shall be:

1. \$100,000 property damage.
2. \$100,000 personal injury each accident of occurrence.
3. \$1,000,000 aggregate.

A **current** certificate of insurance verifying coverage as required must be attached to this form **and must show Mid-Del Schools as a CERTIFICATE HOLDER and designate Mid-Del Schools as “ALSO INSURED”!**

See page F-2 in Policy Manual

**School facilities have a limited amount of electrical power. It will be the responsibility of the group using a facility to inspect that facility prior to the date of use to verify that there is enough power to meet its needs.**

**The school district will not alter electrical power or supply additional furniture, and equipment to accommodate a user. If additional power, furniture, or equipment is required, the user must pay all expenses.**