

**REQUEST FOR USE OF SCHOOL FACILITIES
DR. LEWIS S. LIBBY SCHOOL**

THE SCHOOL ADMINISTRATION IS RESPONSIBLE FOR THE USE OF ALL SCHOOL FACILITIES.
IN ORDER THAT YOUR REQUEST FOR USE OF SCHOOL FACILITIES MAY BE CONSIDERED, KINDLY
COMPLETE THE FOLLOWING FORM:

I. FACILITY USE REQUEST

The _____ requests the use of the _____
(Organization) _____
(Location on school property) for the purpose of _____

on _____ from _____ AM/PM to _____ AM/PM .
(Day & Date)

Will activity be open to public? ___ Yes ___ No

Admission will / will not be charged; proceeds will be used for _____.

List Equipment Requested:

Name, address and telephone number of person responsible on this occasion:

II. INSURANCE INFORMATION

Do you (the requesting organization) have an in-force public liability policy? ___ Yes ___ No

If yes, what are the limits of liability? _____

Bodily injury? _____ Property damage? _____

() Proof of Insurance Required () Proof of Insurance Waived () Copy of policy attached

III. BASIC RULES AND REGULATIONS OF FACILITY USE

1. No smoking is allowed.
2. The possession or use of drugs or alcoholic beverages shall be prohibited at all times.
3. Activity shall be restricted to that area for which permission is granted.
4. The activity shall not extend beyond the hours approved in the request.
5. All programs shall be planned so they do not interfere with the regular school schedule.
6. The organization using the facility shall be responsible for moving its equipment to the facility. No school equipment is available for use by outside organizations without specific prior approval.
7. The supervisor in charge of the activity shall be present before the activity is due to start and is to remain with the group until all have left.

8. In the absence of the building principal or administrative personnel, the building custodian is charged with the responsibility of the facility.
9. School authorities must have free access to all rooms at all times.
10. Where custodial assistance must be hired, a charge will be made and must be paid in advance.
11. Room(s) or facility used by applicant will be carefully examined after use. The applicant will reimburse the school department promptly for any loss, damage or additional clean up needs resulting from the applicant's use of school property. See item 15.
12. No school property or equipment is to be altered or removed from the premises without official authorization.
13. The using organization may be required to furnish appropriate public liability and property damage insurance. See item 2.
14. No reservation will be made until this application is returned and approved by the building principal/ designee. Applications are received on a first come, first served basis.
15. A security deposit will be required and will be returned in the event there are no additional expenses or damages incurred. Waiver of the security deposit for community groups, civic organizations, and public agencies is at the discretion of the principal or designee.

I agree on behalf of the organization herein named that all members and guests will observe the regulations, and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to The Dr. Lewis S. Libby School property during the aforementioned period of use. We also agree that our organization will at all times hereafter indemnify the above-named school against any loss, damage or expense of any kind, which said school may sustain or incur because of use of the above-described building by our organization, and we will further hold said school harmless for loss or injury of any kind in connection therewith.

Signed: _____ Date: _____
 (Requesting Officer)

() Approved () Disapproved

Signed: _____ Date: _____
 (School Official)