

**Dayville School District 16J**

Code: **KG-AR**  
Revised/Reviewed: 5/13/08; 11/08/11  
Orig. Code(s): KG-AR

**Use of District Facilities Request Form**

Today's Date: \_\_\_\_\_ Date Requested for Use: \_\_\_\_\_

Name: \_\_\_\_\_ Group: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Description of Activity \_\_\_\_\_

Facilities Requested: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Dates: \_\_\_\_\_

Custodial Required? \_\_\_ Yes \_\_\_ No (\$15/hour) cook Required? \_\_\_ Yes \_\_\_ No (\$15/hour)

Name of persons responsible for supervision: \_\_\_\_\_

**All outside groups must have a certificate of liability insurance with a one million-dollar coverage naming the Dayville School District as an additional insured with respect to the activity/services provided by this agreement. This may be waived by the Superintendent if felt that the group activities are of extremely low risk and all participants sign an agreement defending, indemnifying, and holding the District harmless in regards to any accident or injury that occurs while the group is using the district's facilities. This liability also includes any products used by the group during this time.**

If the facility is not left clean and in good condition a clean fee of \$3500 or appropriate amount may be charged to the group using the facilities.

Estimates of fees:

Signature of Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment: \_\_\_\_\_ Out: \_\_\_\_\_ In: \_\_\_\_\_ (Initial/date)

Keys: \_\_\_\_\_ Out: \_\_\_\_\_ In: \_\_\_\_\_ (Initial/date)

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies to: Requesting Party, Maintenance Supervisor, Office Staff, Others as appropriate.