

**Lowell School District 71**

Code: **EDC/KGF-AR**  
Revised/Reviewed: 5/19/14

**Facility and Equipment Use Request**  
Lowell School District  
65 S. Pioneer, Lowell, OR 97452 | Phone: 541-937-8405

Date: \_\_\_\_\_

The (organization) \_\_\_\_\_ requests the use of the  
(facility, space and/or equipment) \_\_\_\_\_

on (day) \_\_\_\_\_ (date) \_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_  
beginning \_\_\_\_\_ ending \_\_\_\_\_

The purpose of this use is for \_\_\_\_\_.

1. It is agreed that the party or parties using the school facilities and equipment will exercise every care in protecting school property and in the event damage results from improper supervision, a fair adjustment will be made.
2. All authorized use of school grounds, facilities and equipment require the user to leave the grounds, facilities and equipment in a condition equal to or better than when authorized for use.
3. School grounds/facilities will be adequately policed during the authorized activity and extreme care will be exercised to prevent any damage to school property, equipment and facilities, at the user's expense.
4. All litter, glass, etc., resulting from authorized usage will be removed at the user's expense immediately following the activity.
5. Any violation or wanton disregard of district policy will result in automatic forfeiture of future use requests.
6. The using agency and/or individual must show proof of liability insurance for the requested activity.
7. Be it further understood that the district assumes absolutely no financial responsibility for any injury or accident, lawsuit, etc., that may occur during the user's tenure of grounds, facilities and equipment.

Organization Representative: \_\_\_\_\_

Phone Number and Address: \_\_\_\_\_

Charges: \$ \_\_\_\_\_ Approved by: \_\_\_\_\_  
(Superintendent or Designee)

Submit this completed form to the school office no later than three days prior to desired facility use.

Copies to: Superintendent, Principal, Custodian, Organization's Representative