

Mapleton School District 32

Code: **KG-AR**
Revised/Reviewed: 8/09/17

Facility Use Request Form

Organization Name: _____ Non-Profit? Yes No
Contact Person: _____
Street Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____
Event Title/Name: _____
Purpose of Event: _____

Number of people expected: _____ Is the event open to the public? Yes No

Indicate day(s) of the week: Mon Tues Wed Thu Fri Sat Sun

Start Date: _____ Date: _____
Start Time: _____ AM PM End Time: _____ AM PM

Area(s): Elementary - Multi Purpose Room Cafeteria Other _____ (specify)
High School - Gym Library Other _____ (specify)
Playing Field _____ (specify)
Parking Lot _____ (specify)
Other _____ (specify)

Tables/Chairs needed? Yes No If yes, how many? _____
Other Equipment needed? Yes No If yes, please fill out Equipment Use Request Form EDC/KGF-AR

IT IS MY UNDERSTANDING, AS CONTACT PERSON FOR ORGANIZATION, THAT:

1. Only the facilities requested will be used.
2. Times and dates as specified shall be adhered to and notification to the school office is necessary if there is to be any change.
3. Every effort will be made to maintain cleanliness and care of the facility.
4. Any damage of items in need of attention/repair will be reported to the custodian or principal upon leaving or by the next business day.
5. It will be necessary to relinquish use of the facility if a school function is scheduled on the same date.
6. Cooperation is expected in order to make facilities available to all groups.
7. Key will be returned, if issued, as per instruction a time of issue.
8. Rules as posted or otherwise provided must be followed.
9. Failure to abide by the terms of this agreement may result in the denial of further use.
10. The school is under the Security Alarm Corporation electronic surveillance system. Please be sure you know how to properly use the system; key in and out properly if you are the first in or last out of the building.
11. An insurance binder is required for activities that are not sponsored by Mapleton School District.

Insurance Binder Guidelines

An insurance binder is required for activities that are not sponsored by Mapleton School District. Users must obtain and maintain a General Liability Insurance Policy naming Mapleton School District as the additionally insured with the following limits:

- \$1,000,000 General Aggregate
- \$1,000,000 Each Occurrence
- \$1,000,000 Personal and Advertising Injury
- \$1,000,000 Damage to Rented Premises

Certificate of insurance needs to be provided to the district prior to using the facilities.

The undersigned hereby agrees to comply with all regulations governing the use of the facilities as established by the Board of Education of Mapleton School District. The undersigned will exercise due care in the use of the facilities and pay for such damages as may arise from such use. The undersigned is solely responsible for loss, damage, accidents and personal injury arising out of use of the facility and agrees to indemnify and hold harmless the school district, its Board of Directors and staff from and against any and all claims. Applicants may be required to show proof of insurance.

I have reviewed the Facility Use Request Form and agree to abide by the specified guidelines.

Signature of Contact Person

Date

FOR DISTRICT USE

Building Principal approval _____

Date: _____

Availability confirmed by _____

Date: _____

Contact Person Notified by _____

Date: _____

Insurance Binder Received: Yes No N/A Date: _____

Key # Issued _____ Returned: Yes No Date: _____

Retain approved application records three years after school year in which records were created.

Retain denied applications one year after school year in which records were created.