

North Lake School District 14

Code: **KGD-AR**
Revised/Reviewed: 8/08/05
Orig. Code(s): KGD-AR

Facilities and/or Grounds Use Request

Date: _____

The _____ (name of organization or individual) requests the use of the _____ (name building and space) on _____ (date) from _____ a.m. to _____ p.m. (time). The purpose of this use is for _____.

1. It is agreed that the party or parties using the school facilities 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 or facilities require the user to leave the grounds or facilities in a condition equal to or better than when authorized for use.
3. School grounds/facilities will be adequately supervised during the authorized activity and extreme care will be exercised to prevent any damage to school property and buildings, at the user's expense.
4. All litter, glass, etc., resulting from authorized usage will be cleaned up properly by the user 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 may be required to show proof of liability insurance for the requested activity if deemed necessary by the district's attorney and/or insurance agent.
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 or facilities.

Organization Representative: _____

Phone Number and Address: _____

Approved by: _____
District Coordinator

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

Copies to: District Coordinator
Building Principal
Building Custodian
Organization Representative