

**North Santiam  
School District**

Code: **KGF/EDC-AR**  
Adopted:

**North Santiam Equipment Usage Agreement Form Policy KG & AR,  
Community Use of School Facilities/Grounds/Equipment**

Name: \_\_\_\_\_ Representing: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City, State, Zip

**EQUIPMENT REQUESTED FROM:**

School: \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_

Date(s): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approval (Superintendent Only): \_\_\_\_\_ Date: \_\_\_\_\_

*Disclaimer: The above applicant and group and its members agree to indemnify and hold harmless the North Santiam School District, its officers, agents, employees, or any other members from all claims, suits, or actions of any nature arising from the sole negligence of any member of the group during the use described above. We will, at the option of the District, defend with appropriate legal council, bearing all costs and expenses, any suits arising from this use. North Santiam School District reserves the right to seek compensation for any damages that occur as a direct result of usage by the above-mentioned group. All North Santiam School District equipment usage by the community is subject to cancellation to accommodate school functions. We will notify you if your schedule is affected and will attempt to provide you with possible alternate equipment.*

*\* District policy indicates that tax-free status organizations may utilize selected equipment within the North Santiam School District, without being charged a usage fee if the activity being held, involves only K-12 students who live within the North Santiam School District boundaries. Organizations who use the equipment without usage fee charge are still subject to fees for any Custodial assistance necessary.*

*\*\*A custodial charge is incurred when equipment necessitates custodial loading/unloading or the locking or unlocking of a building on weekend, holidays or any other non-custodial normal work time. A fee will also be charged if a custodian is needed to set-up/tear down and or clean up after event. Check with each building for work time.*

*\*\*\*You or your group will be held responsible for any damage, breakage, theft or loss of the equipment that is in your charge. Replacement/repair will be the responsibility of the person(s) signing this agreement.*

<b>*EQUIPMENT REQUESTED : (tables, chairs, stage, etc.)</b>	<b>Fees</b>	<b>Total</b>
<b>**CUSTODIAL :</b>		
<b>***DAMAGE :</b>		
<b>GRAND TOTAL</b>	<b>\$</b>	