

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

KF-R-2

FACILITY USE APPLICATION

Instructions to applicants: This application must be submitted to the secretary of the Activities Office, located in the high school, no earlier than six months in advance or no later than fifteen business days prior to the day of the event. Priority for facilities/equipment will be given to school activities and non-school organizations that benefit PCSD #6 school age students. Applicant must complete all information on the front of the application. All non-school events which charge admission must provide proof of liability insurance to the secretary of the District's Activities Office.

Facility Requested _____ Rooms _____
Date(s) Facility Would Be Used _____ Estimated Time In _____ Time Out _____
Equipment requested _____
Explain what the facility will be used for (type of meeting) _____

Any special instructions, information, or supplemental personnel requests: _____

For-Profit Organization	Non-Profit Organization	Admission Charge?	Yes	No
Name of Organization _____				
Name of Person Submitting Request _____				
Name of Person in Organization who will be Supervising Function _____				
Address & Phone No. of Person Supervising Function _____				
Name, address, & phone of contact person _____				
Name of Organization's Liability Insurance Company _____ Date of Policy _____				
Copy of ACCORD Certificate or other Proof of Insurance Attached?			Yes	No
Name of District Employee(s) Supervising/Attending Function _____				
District Employee Phone # _____				

The district assumes no responsibility for injury to any individual using a district facility nor does the district assume liability for lost or stolen items belonging to an individual using a district facility. Any individual, group, or member of a group using a district facility will indemnify and hold the district harmless of any liability in the event of any such injury or theft.

The undersigned sponsor evidences by his/her signature that the group or organization will comply with the rules and regulations/procedures as stated on the accompanying form. The undersigned sponsor also understands that he/she will be the responsible party for all rental charges and other fees for the rental of facilities for this group. The undersigned acknowledges that he/she agrees to make full restitution to PCSD #6 for any damages resulting from the use of the facility. PCSD #6 reserves the right to cancel this agreement after notice has been given to the responsible party or their designee.

Signature of Person Representing Organization _____ Date _____

48 Hours Notice must be given to PCSD #6 for canceled events to avoid charges

Adopted: 1/20/98
Revised: 7/19/06