

APPLICATION FOR USE OF SCHOOL FACILITIES **Revised: May 24, 2021**

Gymnasium <sup>1</sup> :	HS Gym_____	MS Gym_____	Elem. Gym_____	Boyd Gym_____
Community Meeting Room <sup>1</sup> :	_____		Concession Stand <sup>1</sup> :	_____
Other <sup>1</sup> (list: cafeteria, kitchen <sup>2</sup> , classroom, IMC, etc.)	_____			

\_\_\_\_\_  
Date(s) To Be Used

\_\_\_\_\_  
Hours To Be Used

\_\_\_\_\_  
Organization / Person Requesting Facilities

\_\_\_\_\_  
Purpose Of Use

\_\_\_\_\_  
Insurance Carrier

\_\_\_\_\_  
Policy Number

**The User(s) undertakes and agrees to indemnify and hold harmless the school, school board, school board elected and appointed officials, administrators, principals, teachers and all other school employees, SBAS volunteers or representatives, and all persons and bodies acting for or on behalf of them, against all liability, claims, demands, actions, suits, damages, proceedings, costs and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of School premises by the User(s) (or the servants, agents or invitees of the User(s)), and for such further sums in excess of those contained in any insurance policy procured by User(s) relating to the use of the School premises or for such amounts as may not be payable under any such insurance policy.**

\_\_\_\_\_  
Person In Charge

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
City, State, Zip

**The User(s) must give written notice to the School of any accident resulting in bodily injury or damage to property of the School or others occurring on School premises or in any way connected with the use of School premises within 24 hours of the accident. The notice must include details of the time, place and circumstances of the accident and the names and addresses of any person(s) witnessing the accident.**

**Notes:**

1. You will be billed \$45 per hour for custodial services if use of facility is outside regularly scheduled custodial coverage.
2. You must hire a StanleyBoyd School District Food Service staff person at \$35 per hour if a kitchen is to be used.

This activity is NOT covered by SBAS Insurance.       This activity is covered by SBAS Insurance.

We have read the Facilities Use Policy and agree to its provisions.			
_____ Group/Organization Designee	_____ Date	_____ School Official	_____ Date

## AGREEMENT OF THE APPLICANT

1. Organization and groups using building facilities must be supervised by an adequate number of responsible adult sponsors to assure proper care and use of school facilities, and the adult supervisor shall:
  - a. remain with groups using facilities at all times
  - b. restrict group use to area of building that has been assigned
  - c. be responsible for the conduct of the group
  - d. see that the area used is left neat and orderly and remove all non-school equipment
  - e. not use any school equipment unless authorized
2. In the interest of safety and in compliance with regulations set forth by the state law, no smoking will be permitted in school buildings or on school property.
3. Prior approval must be obtained by the principal before installing any decorations.
4. Moving and adjusting scenery, adjustment of lighting, operating public address system and similar matters involving special equipment, will be done under the direction of a member of the custodial staff or other designated district employee.
5. The renter or group using the facility agrees to restore to original condition any unwarranted destruction of property as so judged by the Board of Education.
6. A responsible adult member of the school district approved by the building principal shall be instructed to see that the building and equipment are properly cared for and used.
7. The School Board or any employee of the School District of Stanley-Boyd shall not be held responsible or liable for any accident or misfortune that might arise in connection with any non-school program or meeting, either inside or outside the facility.
8. If the kitchen is used, a school cook shall be present

This form should be signed on the reverse side and returned to the High School Office a minimum of seven working days prior to the event.