

FACILITY / FIELD / EQUIPMENT USE AND RENTAL AGREEMENT (FORM 902-2 Revised on 03/17/2014)

School Building: _____ Space Requested: Room(s) _____

Dates Needed: _____ Estimated Size of Group: _____

Reason for Request: _____

Equipment Needed (microphone, extra chairs, etc.): _____

Estimated Beginning Time Use: _____ Estimated Ending Time Use: _____

Non-school events require proof of insurance. Is a certificate attached? Yes No NA _____

If using the auditorium, do you wish to use the air conditioner? (\$20 fee) Yes or No _____

Will you remove refuse from the site? Yes or No _____

Will you be charging participation or admission fees? Yes or No _____

CHARGES MAY BE ASSESSED FOR SPACE RENTAL, AIR CONDITIONER FEE, EQUIPMENT RENTAL, CUSTODIAN'S WAGE, COOK'S WAGE AND REFUSE REMOVAL.

The undersigned (USER) agrees to indemnify, hold harmless and defend I.S.D. #1, a public entity, its board and employees from any and all costs and expenses, included but not limited to attorneys' fees, reasonable investigative and discovery costs, court costs and all other sums which may suffer or incur as a result of any demand, claim or assertion of liability, or any action or proceeding founded thereon, arising or alleged to have arisen out of USER's use, during the agreed time of use or use of real property, as identified, and any personal property related to that use from any act of omission by USER or of USER's employees, community participants, invitees or board, in connection with USER's use of the premises excluding, however, any costs and expenses which are incurred as a result of a gross negligence or willful misconduct by I.S.D. #1. USER acknowledges that its use of the premise is at the risk of the USER and that I.S.D. #1 shall not be liable to USER, or any of the USER's board, employees, community participants or invitees in connection with such use except for gross negligence or willful misconduct by I.S.D. #1.

It is understood that Independent School District No. 1 retains full possession and control of said premises, subject only to the use thereof for the purpose stated. The grantee agrees to pay for any and all damage done to aforementioned facility(ies) by the grantee and by any person acting through or under it. The organization is responsible for returning the facility used back to its original condition. Reminder: Public schools must remain alcohol free and smoking is prohibited within all district facilities.

Name of Organization: _____ Signature: _____

Billing Address: _____

Phone Number: _____ Date: _____

USER MUST COMPLETE THE FORM ON THE BACK

Approval of the Athletic/Activity Director: _____

Approval of the Superintendent: _____

Approval of the Head Custodian: _____

Approval of the Cook if kitchen is needed: _____

Scheduled on Computer - Judy Anakkala: _____

FOR THE DISTRICT OFFICE ONLY - THE FOLLOWING COSTS WERE BILLED:			
_____ Space Rental	\$ _____	_____ Custodian's Wage	\$ _____
_____ Air Conditioner Fee	\$ _____	_____ Cook's Wage	\$ _____
_____ Equipment Rental	\$ _____	_____ Refuse Removal	\$ _____
Total Costs Billed to USER:			\$ _____