

SHADYSIDE LOCAL SCHOOL DISTRICT
SCHOOL FACILITIES USE AGREEMENT

Organizations who use school facilities must complete this form in conjunction with the Principal and/or Athletic Director.

Facility _____

Area to be used _____

Building will be used by _____
(Name of Organization)

(Address of Responsible Party) (Telephone Number)

for the purpose of _____
(Describe Activity)

on _____ at _____ A.M.
(Date/s) (Time/s) P.M.

I am requesting _____ custodian(s)/ _____ security officer(s) to be on
(amount) A.M. A.M.
duty between the hours of _____ P.M. to _____ P.M.

There will be approximately _____ members of the above named organization to supervise the activity and equipment used. There will be approximately _____ people in attendance at the activity.

The following persons will be responsible for supervision of the activity as representatives of the organization:

(Name) (Phone #)

(Name) (Phone #)

Is this activity scheduled for a Sunday or Wednesday evening? Yes No

If yes, please explain why this activity cannot be scheduled on any other day and/or time. You must fill out a Sunday/Wednesday Activity Sheet (ask Secretary for this form).

It is agreed that fees, charges, and claims herein and as prescribed in Board Policy will be paid at the completion of agreement to the Treasurer's office or upon presentation of a statement from the Treasurer's office, to the applicant.

Name and address for billing: _____

Rental fee/charges (completed by school officials): _____

For no charge activities, a custodial fee will be assessed if a custodian is required to clean up or a security officer is needed.

PROOF OF INSURANCE

The applicant hereby agrees to indemnify and hold harmless the School District from any liability for damages to any person or property in or about the School District premises from any cause whatsoever. All persons or groups using school facilities shall be responsible for the proper supervision, control and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order.

Insurance coverage for the contract group is required to protect the school from losses resulting from liabilities or physical damages. Proof of liability insurance shall be required from all groups sponsoring activities or charging admission.

A \$300,000.00 bodily injury; \$300,000.00 aggregate; \$100,000.00 aggregate minimum is required.

Copy of Proof of Liability Insurance on file in Treasurer's Office _____

Name of insurance carrier: _____

Requested by: _____
(Office of Organization/applicant) (Date)

SIGNATURES AND APPROVAL:

Treasurer's signature: _____
(Date)

Athletic Director (if necessary): _____
(Date)

Facility Principal: _____
(Date)

Maintenance Supervisor: _____
(Date)

Superintendent: _____
(Date)

Custodian or security officer assigned: _____

- pc: Superintendent's Office
- Maintenance Supervisor (Bldg. arrangements, custodial, security)
- Principal(s)
- Treasurer's Office