

ADMINISTRATIVE REGULATION

APPROVED: June 14, 2016

REVISED:

CENTENNIAL SCHOOL DISTRICT

707-AR-2. APPLICATION FOR TEMPORARY USE OF SCHOOL FACILITIES

Name of Requesting Organization:

Date Submitted:

Facility Requested:

- | | |
|--|--|
| <input type="checkbox"/> WILLIAM TENNENT HIGH SCHOOL | <input type="checkbox"/> KLINGER MIDDLE SCHOOL |
| <input type="checkbox"/> LOG COLLEGE MIDDLE SCHOOL | <input type="checkbox"/> DAVIS ELEMENTARY SCHOOL |
| <input type="checkbox"/> MCDONALD ELEMENTARY SCHOOL | <input type="checkbox"/> WILLOW DALE ELEMENTARY SCHOOL |
| <input type="checkbox"/> ADMINISTRATION BUILDING | |

Purpose:

Application Type: Class 1 Class 2 Class 3 Class 4 (Please refer to Policy 707. Use of District Facilities)

Date(s) Requested: _____ To: _____

Arrival Time (Include Set Up Time): _____ Departure Time: _____

Days Requested: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Room Requested:

- | | | | |
|------------------------------------|--|--|-------------------------------------|
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Library | <input type="checkbox"/> Classroom | <input type="checkbox"/> Auditorium |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Art Room (Class 1 Only) | <input type="checkbox"/> Athletic Fields | <input type="checkbox"/> Board Room |
| <input type="checkbox"/> *Pool | <input type="checkbox"/> Panther Stadium | <input type="checkbox"/> Other _____ | |

Equipment Requested:

- Microphone Stage Lighting Sound Board Laptop Cart (Class 1 Only)
 Other _____

Number of Participants: _____ Adults: _____ Students: _____

Donation or Admission Fee: Yes No Fee: \$ _____

Please reference the fee schedule for the appropriate fee.

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The User agrees that the _____ (Organization) will indemnify, save and hold harmless Centennial School District from any and all claims for personal injury or property damage suffered, incurred, or in any way connected to or arising from the applicant's use of the facilities listed above, whether such claims are due to or alleged to be due to the negligence of Centennial School District, the applicant, or any other person or entity or due to any other cause. I understand that the RENTAL FEE OF \$ _____ will be paid in full with this application and that additional costs associated with the use of the facility will be billed following the use and that I am to pay those costs within ten (10) days of the invoice date. The User agrees to comply with these terms and the terms as stated in Policy 707. USE OF SCHOOL FACILITIES (note: Smoking is prohibited on all school district properties).

*Pool Rental: The Centennial School District's insurance company requires a certified Lifeguard(s) to be on duty at the waterside at all times when a recreational swimming establishment is used by patrons and shall not be assigned other tasks that direct their attention from the safety of patrons who are in the water. Principals may require that a Centennial staff member holding proper certification be on duty for the activity, at the expense of the User.

Authorized Representative – Please Print

E-mail Address

Street Address

City State Zip

Telephone #

On-site Representative

Signature of Representative OR Electronic Signature:

I comply with the above statement.

Accepted Rejected

Building Principal Approval:

Date:

Director of Operations Approval:

Date:

Fees: Rental

Personnel:

Board Approval Date (if needed):

Liability Release Form: Required

Certificate of Insurance: Required