

**COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT
APPLICATION FORM**

The undersigned entity makes application for the use of the school district facility or equipment as designated below. The entity will provide police protection at its own expense, if necessary, to maintain order and to properly protect the building or site. Police protection is required when admission is charged.

Please refer to Policy 802.4 to determine the proper use of school facilities and equipment. The entity is responsible for complying with the law, board policy and the administrative regulations.

The entity must provide an Indemnity and Liability Insurance Agreement, Code No. 1004.3E2, prior to the use of school district buildings or sites.

Building/Site/Equipment _____ Date _____

Purpose _____ Hours _____

Auditorium
Seating requirements on stage _____
Tables required on stage _____
Stage curtain and attendant _____
Spotlights _____
Microphones _____
Podium Stand _____
Table _____ Stand in audience _____
Other equipment _____

Gymnasium
Seating _____ Scoreboard _____
Public address system _____
Matron _____

Classroom
ICN _____
Computer lab _____
Other _____

Total Fee \$ _____

Name of entity making application: _____

Name of person making application: _____

Address: _____ Phone #: _____

(Signature of Applicant)

(Date)