

Policy Title: Community Use of School District Facilities  
and/or Equipment Request Form

Code No. 1003.1R3

Facility/Equipment Requested: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Set Up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Group Title: \_\_\_\_\_ Purpose of Activity: \_\_\_\_\_

Admission charged? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_\_ Amount \_\_\_\_\_ For Profit? \_\_\_\_

Contact Person: \_\_\_\_\_ No. people expected \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Business) \_\_\_\_\_ (Home) \_\_\_\_\_

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

CUSTODIAL SERVICES NEEDED: To Open \_\_\_\_ To Close \_\_\_\_ During use \_\_\_\_

EQUIPMENT NEEDED:

_____ Bleachers	_____ Lunch Tables	_____ Volleyball nets
_____ Chairs	_____ Writing Tables	_____ Basketball hoops
_____ Dressing Rooms	_____ Shower Rooms	_____ Media Equip:
_____ Microphones	_____ Podium	_____
_____ Stage Lights		_____

Other: \_\_\_\_\_

RULES:

The user hereby agrees to follow all applicable Board policies and the law in its use of school district facilities and/or equipment. The user specifically agrees to follow the following rules:

1. NO SMOKING in school buildings or on school grounds.
2. Only the group requesting the use of facilities is to be in the school buildings.
3. The hold-harmless agreement below must be signed by a person representing the group.

**HOLD-HARMLESS AGREEMENT:**

The undersigned, hereafter referred to as "entity," states that it will hold the Monticello Community School District, hereafter referred to as "school district," its employees, officers, agents, and/or representatives harmless from any and all damages and claims that may arise in connection with the entity's use of any facilities and/or equipment owned by the school district whether such damages and claims pertain to the entity itself or its guests. In case any action is brought against the school district or any of its officers, employees or agents, and/or representatives the entity will assume full responsibility for the legal defense thereof, and upon its failure to do so upon proper notice, the school district reserves the right to defend such action and to recover all costs, including attorneys' fees, from the entity.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**SCHOOL DISTRICT OFFICE USE ONLY:**

_____ Approved	\$ _____	Use fee	_____ Supt/Principal
_____ Disapproved	\$ _____	Custodial fee	_____ Date
_____ \$100 Key Deposit	\$ _____	Total	_____ Recorded