NORTH SANPETE SCHOOL DISTRICT
FACILITY USER REQUEST FORM AND PERMIT

This user request form is required for use of North Sanpete School District Property. This is not a confirmation of your request. Once received by North Sanpete School District, we will reply as soon as possible. If your request is approved for use as a Civic Center below, it will constitute a permit for use of this property pursuant to UCA. § 53A-3-413.414. The School District is thereby not liable for any claims, injuries, or lawsuit arising from use of District property under UCA 63G-7-301(5).

Name: ___________________________________________ Date: ____________________

(person/group requesting facility to be used)

Date needed: __________________ Starting time: __________________

Approximate number of participants: _______ Closing time: __________________

For Profit Organization? _______ If yes, a certificate of insurance must be provided.

Non Profit? _______ If yes, a 501c3 form must be provided.

Are you an employee of North Sanpete School District? _____ If yes, a signed UA Code R277-107 form must be included.

Indemnity Agreement _________ (see the back of this form) Proof of Liability Insurance _________

Please mark which facilities you wish to reserve:

- Auditorium
- Commons
- Gymnasium
- Kitchen
- Classroom
- Field areas
- Library
- Other

Conditions:
1. A responsible person (21 or older) must be supervising events, participants and spectators at all times. All applicable laws, policies, and guidelines must be followed. Employees must stay with the event until finished, cleaned and locked-up.
2. Care and maintenance of facilities must be guaranteed to include trash cleanup (building and grounds) lawn care field repair or remarking, return of all equipment, etc.
3. School events have priority.
4. Damages will be assessed at actual cost. Refund may be held to cover costs.
5. A school lunch employee is required to assist when the kitchen area is requested. You will need to make arrangements with lunch supervisor for assignments of lunch personnel. Their salary must be added to the fee.
6. Other _________________________________________________________________________

Supervisor/Contact Person: ___________________________________________ Phone: ____________________

Address: ___________________________________________

Type of Activity: ___________________________________________ Date: ____________________

Signature: ___________________________________________

Deposit/Fee Schedule:
- Deposit $100.00 (refundable if all conditions are met)
- Rental Fee _________ (refer to building rental fee schedule)
- Supervisor Fee $30.00 per hour (for each supervisor needed)
- Custodial/Kitchen Fee $30.00 per hour (for each custodian needed)
- Technician Fee $7.25 per hour for each technician + $5.00 for mic.

Total Deposit/Fees _______________

PERMIT

Your request has been approved for use of District property at (location) ____________________________ at these times: ____________________________.

Approved by: ____________________________ Date: ____________________________
INDEMNIFICATION AND HOLD HARMLESS. Licensee covenants and agrees that it will save, defend, indemnify and hold, the owners of the Property, and all of their respective directors, officers, agents and employees, and all of their respective successors and assigns (“Indemnified Parties”), harmless from any and all loss, including consequential damages, claims, liability claims, judgments, awards liens, settlements, causes of action, damages, injury, and expenses (including attorney fees) of every kind and nature whatsoever, resulting from, arising out of, or in any way related to, directly or indirectly, (i) any failure of the Licensee to perform any of the Licensee’s obligations herein set forth, (ii) the use of this Agreement, or (iii) the conduct or operation of the events contemplated by this agreement. This indemnification will survive the expiration or termination of this agreement by lapse of time or otherwise.

Name: ___________________________________________________  Date: _______________

(person/group requesting facility to be used)

Signature: ___________________________________________________