

COMMUNITY USE OF DISTRICT FACILITIES

(Application for Permit to Use District Facilities)

The La Plata R-II School District permits the use of district facilities by individuals and groups as defined in policy KG.

Applicants must supply all information requested on this form before the application can be processed. The completed application must be presented to the appropriate district personnel at least two weeks prior to the date requested for use. Fees, when applicable, must be paid one week prior to the date of requested use.

Date of Application: _____

Group/Individual Information

Name of Group or Individual: _____

Group or Individual Is: Governmental
 Nonprofit
 Other (Explain): _____

Board policy requires groups to designate a representative who is at least 21 years old and has the legal authority to bind the group contractually. Please provide the representative's contact information below. Individuals may sign for themselves if they are at least 21 years old.

Name of Representative/Individual: _____

Address: _____

Phone Number: _____ Mobile Phone Number: _____

E-mail Address: _____

Use Request Information

Type of Property Needed:

| | |
|----------------|--------------------------------------|
| Classroom | Gymnasium |
| Playground | Cafeteria |
| Sports Complex | Kitchen Area Library/Media Center |

Name of District Site (if requesting a specific site): _____

Date(s) of Requested Use: _____

Time Building or Space is Needed: From _____ a.m./p.m. to _____ a.m./p.m.

FILE: KG-AF1
Critical

Description and Purpose of Use (Please be specific.): _____

| |
|------------------|
| Equipment |
|------------------|

Groups and individuals may use desks, chairs and tables located in the room or facility designated for the individual's or group's use, but otherwise a permit to use district facilities does not give permission for an individual or group to use district equipment, such as interactive whiteboards, computers, electronic equipment, projectors, kitchen appliances, scoreboards or athletic gear. The superintendent or designee may provide access to equipment at his or her discretion and may charge a fee or a security deposit for its use.

Please list any equipment needed: _____

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|-------------------------------|
| Required Documentation |
|-------------------------------|

Please attach the following documents to this application:

Proof of insurance

Indemnity and hold harmless agreement signed by all participants

| |
|------------------|
| Signature |
|------------------|

I understand that district equipment cannot be removed from district property. I agree to exercise care in protecting district equipment and to prevent damage to district equipment. In the event that damage to district property occurs, regardless of the cause, I agree to reimburse the district for the repair or replacement of the equipment at the district's discretion.

I understand that I am responsible for the actions of the group meeting, and I will arrive before the activity begins and remain until all participants leave.

Signature of Individual or Group Representative

Date

For Office Use Only

Request for use is:

Granted as requested on this application.

Granted with the following alterations: _____

Denied:

Signature of Superintendent/Designee

Date

Users must have the signed copy of this approved request with them during facility use.

* * * * *

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 2/13/2006

Revised: 10/9/2017

AGREEMENT TO INDEMNIFY AND HOLD HARMLESS

We _____ covenant and agree to protect, defend, indemnify, save and hold harmless, the La Plata R-II School District, its board members, administrators, teachers, agents and employees, from and against any claims arising out of the use or condition of the premises mentioned herein. The undersigned shall defend, indemnify and hold harmless the La Plata R-II School District, its board members, administrators, teachers, agents and employees, from and against any and all liabilities, claims, damages, penalties, actions, suits, losses, costs and expenses arising out of or in connection with condition or use of the premises during the period commencing _____ at the premises of all La Plata School District facilities. This agreement to indemnify and hold harmless includes but is not limited to all claims including expenses arising out of any failure of the contractor, vendor, organization or group in any respect to comply with and perform all the requirements and provisions agreed to and required by any law or ordinance.

Contact Person

Date

Building Supervisor

Date

*Please print names of participants and parental signatures if participants are under 18 years of age:

Participant Name

Parental signature

Date