

**Application and Agreement for Use of District Property**

**NOTE:** Please complete this form and submit to the Central Office designee for approval. If the application is approved, one (1) copy of the signed agreement will be returned to the using organization as a contract

Name of Sponsoring Organization/Activity <u>NWTF-Shelley Nickel Chapter</u>		Telephone <u>2705080276</u>
Representative's Name <u>Marlene Latham</u>		
Address <u>904 Bizzell Bluff Rd Burnaby 42028</u>		
The above organization/individual requests the use of: Building/school/facility _____		
<input type="checkbox"/> auditorium <input checked="" type="checkbox"/> gymnasium <input type="checkbox"/> dining room/kitchen <input type="checkbox"/> stadium <input type="checkbox"/> classroom(s) _____ <input type="checkbox"/> other, specify _____		
Is the organization planning to use District-owned equipment? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
If yes, specify equipment _____ Operator's Name _____		
Is the organization planning to conduct sales on school premises? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, give a complete description of what is being sold and how the proceeds will be used. <u>Raffle</u> <u>tickets, membership dues</u>		
Building/school/facility representative to be on site <u>Bobby Schmitt</u>		
Purpose <u>Fund Raising Banquet</u>		
Date(s) requested <u>March 3rd 2018</u>		Time(s) Requested <u>8A - 11pm</u>
Will public be admitted?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Will advertisement(s) be used?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Will admission be charged?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

**When using school facilities, this organization agrees to observe the following:**

- To schedule with the Principal/facility representative the time(s) District property is to be used.** It is understood that the Superintendent/designee may cancel the use of the room or building at any time such use interferes with regular school activities.
- To be legally responsible for any and all damage to individuals and school equipment, building(s), grounds, or facilities, resulting from use by the organization.** To this end, the organization will procure sufficient liability insurance to indemnify the Board, school officers and employees for any injuries or property damage which might occur during the organization's use of the facilities. This insurance shall contain limits of \$1,000,000 for bodily injury and \$10,000 for property damage. A copy of the organization's insurance certificate shall be filed with the Board prior to the date the organization uses the building. The Board shall require the renting organization to assume all liability for injury to individuals by reason of the lease of Board property and that the organization indemnify and save harmless the Board from any loss or damage thereby.
- To provide appropriate equipment for the use of District property.** When gymnasiums are used, the organization agrees to permit on the gym floor only those persons wearing shoes that will not mark the floor.
- To abide by the requirements of Board policies 05.3 and 05.31 (see attached).** Disregard of the rules and regulations governing the use of the school buildings, equipment and facilities shall result in the refusal of the Board to grant the offending organization further use.
- To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity.**

**Application and Agreement for Use of District Property****FEE SCHEDULE**

The organization agrees to pay the applicable fee(s) for the use of District facilities.

	# of Employees Required	# of Hours	Hourly Rate (Overtime at 1.5 times)	Total
Custodians				
Food Service Employees				
Supervisory Personnel				
Other _____				
TOTAL PERSONNEL CHARGE				

Property Used	Facility/ Equipment Fee	Personnel Cost, if applicable	Insurance cost, if applicable	Total Cost for Facility Use
Gymnasium at <u>Livingston Central</u> school				
Auditorium at _____ school				
Cafeteria - <input type="checkbox"/> Dining Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Both at _____ school				
Classroom(s) Number _____ at _____ school				
Stadium at _____ school				
Other Property at _____ school				

Maureen Lanza

Signature - Representative of User Group

6-19-17

Date

Scott Gray

Signature - Principal/designee

7/19/17

Date

Vicky Zing

Signature - Superintendent/designee

7/19/17

Date

IN THE EVENT SCHOOL IS CLOSED DUE TO WEATHER CONDITIONS, ALL SCHEDULED ACTIVITIES MAY BE CANCELED AND OPPORTUNITY TO RESCHEDULE OR REFUND RENTAL FEE(s) WILL BE MADE.

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For Office Use Only - To be Completed by School Official			
Cost for use of District property \$	_____	Cost for school employee \$	_____
Total cost \$		_____	
Deposit \$	_____	Is deposit refundable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Deposit Received	_____	Balance Due \$	_____
Board employee(s) assigned: _____			
Board Action Date, if applicable	_____	Board Order #	_____

Review/Revised:7/11/2016

The liability insurance  
Certificate will not be available  
to me until January 2018  
And I will supply this to you  
as soon as I receive my copy

Maureen Landon  
President  
Shelley Nickell Chapter  
NE TF