

**APPLICATION FOR USE OF SCHOOL FACILITIES  
Syracuse-Dunbar-Avoca Public Schools**

Name of Organization Making Request: \_\_\_\_\_ Date: \_\_\_\_\_

Facilities Requested. Building: \_\_\_\_\_ Areas: \_\_\_\_\_

**Dates & Times Requested:**

<u>Dates (From – To)</u>	<u>Time (From – To)</u>	<u>Repeating</u>	<u># Wks.</u>
_____	_____	Yes No	_____
_____	_____	Yes No	_____
_____	_____	Yes No	_____

**Details of Use (Attach an additional explanation if needed)**

Describe the Type of Activity or Event: \_\_\_\_\_

No. of Anticipated Users and Spectators: \_\_\_\_\_ Concessions/Food Served: Yes No Describe: \_\_\_\_\_

Set Up or Tear Down Required by District: \_\_\_\_\_

Type of Cleaning Required During and Afterwards: \_\_\_\_\_

Special Equipment to be Used (District & Organization): \_\_\_\_\_

**Fees (To Be Completed by Superintendent or Designee)**

<u>Type</u>	<u>Amount</u>
Rental	_____
Custodial	_____
Kitchen	_____
Monitoring	_____
Security	_____
<b>Total</b>	_____

Applicant shall procure, at its own expense, a Comprehensive General Liability insurance policy naming the District as an additional insured. This policy shall be written with a minimum of \$1,000,000 Combined Single Limit per occurrence. A Certificate of Insurance evidencing coverage must be submitted prior to the Applicant's use.

Insurance requirement waived: Yes No (for school official to complete)

**Policy Compliance and Acceptance of Liability**

This application is subject to the terms of the Board's "Community Use of School Facilities" policy. The terms and conditions of that policy are incorporated into this application by this reference. Applicant accepts all such terms and conditions.

We have read, understand and agree to abide by the policies, rules and conditions on the use of these facilities on this form and in Board Policy. We understand that we are accepting the use of the facility from the Syracuse-Dunbar-Avoca Public Schools with no assurances or guarantees relative to their condition. It shall be our responsibility to check the facility to see that it is safe for our intended use. We take full responsibility for the facilities while they are being used by our group and will make full restitution for any and all damages which may occur while our group is using the facility. We agree to indemnify and hold the school district harmless for any and all accidents and injuries to ourselves or others while we are using the facility except in the event of the negligence of the school district or its personnel.

\_\_\_\_\_  
Name, Position Signature Date

Approved

\_\_\_\_\_  
Administrator Signature Date

Denied

\_\_\_\_\_  
Administrator Signature Date