

**REQUEST AND HOLD HARMLESS AGREEMENT
FOR USE OF SCHOOL PROPERTY**

Request for Use of _____ (Specify Facility Type); Date of Use _____

Starting & Ending Time of Use, Including Set-up Time _____

Request Made By _____ (Sponsoring Group or Organization)

Street Address _____ City _____ State _____ Zip _____

Name & Position of Contact Person _____ Address _____ Phone Number _____

Purpose and Description of Use _____

Admission fee or charge: Yes _____ No _____ Number Anticipated Attending Event _____

Equipment Needed (e.g., tables, chairs, overhead projector, TV/VCR, etc.) _____

The following stipulations apply. The undersigned user of school property hereby agrees that he/she has authority to bind the sponsoring group or organization or individual users to:

1. Observe the rules and regulations for the use of school property as established in adopted board policy, a copy of which is provided with this application.
2. Assume full responsibility for loss and/or damage to school district property resulting from such use.
3. Assume full responsibility for personal injury or property damage sustained by any person as a result of such use, waive all school district liability for such injury, and agree to hold the district harmless from any and all claims of whatever nature that may be brought against the district arising from the user's use of the school premises.
4. Pay the usual and customary fee for such use as requested in accordance with the fee schedule in the attached policy for the requested facilities, equipment, and required technician, and other fees, as required, in accordance with regulations. Those fees are identified and total: _____
5. Signing this statement assures the school district that the sponsoring group or organization **has read and understands the board policies on school use** and will inform all individual users that use is not for a school functions and will not be supervised by the district.

Signature of Person(s) Making Request _____ Date _____

Request Approved By _____ Date _____

For Office Use Only: Deposit Paid: _____; Cash _____ Check _____;
Receipt No. & Date Given: _____;
Invoice Required _____ Y _____ N; Date Mailed _____;
Balance Paid: _____; Cash _____ Check _____; Receipt No. & Date Given: _____

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RENTAL PROCEDURES

1. User must read and agree to the policy, rules, regulations, and guidelines governing the use of SWTC facilities.
2. Payment is due upon reservation of room.
3. Two (2) checks are required: One for the deposit and one for the rental fees.
4. Cancellation notice of at least 48 hours is required to receive a refund, unless a verifiable emergency exists.
5. Attach the inspection list to the contract.
6. A tax ID number is required on the contract for verification of a non-profit organization.
7. Groups or organizations using the facilities will be held responsible for any damage to the building, furnishings, and equipment.

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INSPECTION LIST

Room Identification: _____

Please check each item below before and after a meeting. If you find any of the items below needing cleaning or repair, please indicate in the appropriate space.

	<u>Pre-Meeting</u>	<u>Post-Meeting</u>	<u>Specific Repairs Needed</u>
Tables			
Chairs			
Carpet			
TV/VCR			
Overhead Projector			
Podium			
Walls			
Floors			
Ceilings			
Equipment (identify)			
Other (identify)			
Please feel free to add other comments:			

Inspected By: _____ Date: _____