

**APPLICATION AND AGREEMENT FOR USE OF
COLUMBUS SCHOOL DISTRICT FACILITIES**

2018-2019

| | |
|------------------------------|--|
| Person Requesting Room | |
| Organization Requesting Room | |
| Phone Number of Contact | |

The person requesting room, being the authorized representative of the organization requesting the room, and on its behalf, hereby makes application for use of public school facilities, the dates and times, and the purposes being as follows:

| | |
|--|--|
| Number of Rooms Needed | |
| Which Room(s)? <i>If using kitchen, fill out kitchen usage form.</i> | |
| Who is responsible for overseeing use of room(s)? | |
| Address of person responsible for overseeing use of room(s): | |
| Equipment Needed: | <input type="checkbox"/> chairs <input type="checkbox"/> speaker stand <input type="checkbox"/> microphone <input type="checkbox"/> AV equipment <input type="checkbox"/> PA system <input type="checkbox"/> other: |

| Date(s) | Date Time (from to) | Purpose |
|---------|---------------------------|---------|
| | | |
| | | |

The undersigned further acknowledges that he/she has read the rules and regulations of the Columbus School Board with respect to the use of the buildings and grounds, a copy of which is hereto attached, and hereby agrees that the above organization will abide by and comply with such rules and regulations. It is mutually understood and agreed that the aforesaid use is permitted as a public service and, in consideration of the granting of permission for the use of the facilities above referred to by the Columbus School Board, above organization hereby agrees to indemnify the Columbus School Board, and its component members, employees, and agents from all costs, expenses and claims therefore resulting directly or indirectly from or caused by accidents or incidents occurring on said school grounds or in said school building while used by this organization or for its purposes on said date. The undersigned for and on behalf of the above mentioned organization, makes the following request for service or arrangements and agrees to pay the amounts indicated to the Columbus School District.

Certificate of Insurance is Attached.

Signature of Person
Requesting Facilities _____
Principal Signature _____
Facilities Manager Signature _____
Business Administrator
Signature _____

The organization requesting use of the facilities will be responsible for the district assigned rate per hour for personnel. The 2018-2019 Saturday/Sunday rate is \$40 per hour. (Rates to be changed each year.) The principal of the building may waive this charge and/or the rental charges.

| | |
|---|----|
| Cost for rental of rooms (see schedule) | \$ |
| Principal – initial if fee is waived | |
| Principal – initial if personnel charge is waived | |

Copies to: FACILITIES MANAGER RENTER