

APPLICATION FOR USE OF SCHOOL FACILITIES

ALL INFORMATION MUST BE SUBMITTED BEFORE APPLICATION CAN BE PROCESSED. APPLICATION MUST BE FILED WITH THE SCHOOL ADMINISTRATOR NOT LESS THAN TWO WEEKS BEFORE INTENDED USE. FEES MUST BE PAID, FACILITY USE AGREEMENT SIGNED, AND CERTIFICATE OF INSURANCE PROVIDED BEFORE THE EVENT IS SCHEDULED. MAKE CHECK PAYABLE TO THE SCHOOL.

1. Sponsoring Organization / Individual _____ Phone _____			
Address _____ (Street) (City) (State) (Zip Code)			
2. School _____			
Address _____ (Street) (City) (State) (Zip Code)			
3. Facilities Requested _____			
Equipment / Services Requested _____			
4. Event Date(s)	Beginning Time	Ending Time	
_____	_____ ☐ a.m. ☐ p.m.	_____ ☐ a.m. ☐ p.m.	
_____	_____ ☐ a.m. ☐ p.m.	_____ ☐ a.m. ☐ p.m.	
_____	_____ ☐ a.m. ☐ p.m.	_____ ☐ a.m. ☐ p.m.	
_____	_____ ☐ a.m. ☐ p.m.	_____ ☐ a.m. ☐ p.m.	
_____	_____ ☐ a.m. ☐ p.m.	_____ ☐ a.m. ☐ p.m.	
_____	_____ ☐ a.m. ☐ p.m.	_____ ☐ a.m. ☐ p.m.	
5. Sponsored Event _____ No. of Participants _____			
Individual in Charge of Event _____ No. of Chaperones _____			
6. Is the motive or operational structure of your Organization to make a profit? ☐ Yes ☐ No			
Paid Personnel? ☐ Yes ☐ No Collecting fees for event? ☐ Yes ☐ No			
Does your organization solicit fees, dues, or contributions from participants or public? ☐ Yes ☐ No			
Fees, dues, or contributions received by your organization to be used for: ☐ School District ☐ Welfare			
☐ Charitable ☐ Profit ☐ Community ☐ Other _____			
7. Describe sponsoring organization / individual and nature of event: 			

The undersigned agrees to pay applicable fees and certifies that he or she is familiar with, and will abide by, Nebo School District Policy KA, *School Facility Use*. The undersigned shall be liable for any and all claims or damages resulting from use of the school facilities, including but not limited to, personal injury and damage to school property, and any costs, fees, and damages resulting from the user's failure to comply with any federal, state, or local law or regulation. The undersigned shall ensure the prompt and proper adjustment of all such claims.

Signature Printed Name Date

NOTE: When schools are closed because of inclement weather, all facility use is cancelled. Users are responsible for notifying their participants.

SCHOOL USE ONLY

Classification Use

☐ Class I ☐ Class III ☐ Class IV ☐ Class V ☐ Class VI ☐ Class VII ☐ Class VIII

☐ Class VIII[illegible]

Fee

Wrestling Room

Parking Lot

Replacement of Supplies

\$

\$

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

Additional Information

☐ Disapproved

Date _____