

C-160-A Community Use of District Facilities Form

The Republic R-III School District permits the use of district facilities by individuals and organizations, per administrative approval.

This completed application must be submitted to the building secretary at least ten (10) days prior to the date requested for use of district facilities and must include a current copy of limited liability insurance covering the event. Any applicable fees must be submitted within three (3) business days of the notification of approval of the application. If the fees are not submitted within three (3) days of the notification of application approval, the application will be revoked.

Date of Application: _____

Date of Building Usage: _____

What time(s) will the facility need to be accessed? _____

Name of Requested Building and Space (ex. Gym, classroom, auditorium, etc):

Name of Organization or Individual: _____

Please explain the mission of your organization, business, cause, etc.

Specifically describe the specific purpose of the use of district facilities:

Will an admission fee be charged? Yes _____ No _____

Custodial Request: Yes _____ No _____ *\$30 per hour custodial fee

Media Technician Request: Yes _____ No _____ *\$30 per hour technician fee

Please list the names of the individuals responsible for event supervision.

Additional Guidelines and Restrictions

I assume responsibility and liability for any damage or loss to the facility or its contents during the use of the facility by the above-named organization. I also assume responsibility, whether assumed through insurance protection or personally, for any claims against Republic School District, or district personnel for any claims arising out of our use of any facility. I recognize the schools priority in use of the facility and assume the responsibility of enforcing the guidelines and restrictions imposed in this contract.

Printed Name of Applicant: _____

Signature of Applicant: _____

Contact Telephone Number: _____

Contact Email Address: _____

Date: _____

Approval by Building Principal: _____

Date: _____

Approval by Superintendent or Designee: _____

Date: _____