

ESSEX COMMUNITY SCHOOL DISTRICT

APPLICATION FOR USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

The undersigned entity makes application for the use of the school district facility or equipment as designated below. The entity will provide police protection at its own expense, if necessary, to maintain order and to properly protect the building or site.

Please refer to Policy 905.1 to determine the proper use of school facilities and equipment. The entity is responsible for complying with the law, board policy and administrative regulations.

The entity must provide an Indemnity and Liability Insurance Agreement prior to the use of school district buildings or sites.

Building/Site/Equipment _____ Date _____

Purpose _____ Hours _____

Select Requested items

_____ Gymnasium

_____ East Gym

_____ Seating

_____ Scoreboard

_____ Scoreboard

_____ Seating

_____ Public Address System

_____ Trojan Hall

Other items not specifically listed above

_____ Tables/Chairs

_____ Kitchen

Name of entity making application _____

Name of individual applying for that entity _____

Contact Phone Number _____

Signature of applicant _____ Date _____

Please note that application must first be approved by Building Principal, Mrs. Hume who will check for scheduling conflicts, and then approved by Board at next regular meeting. Please plan accordingly.

Principal Approval _____ Date _____

Rental Key # _____

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The undersigned, hereafter referred to as "entity", states that it will hold Essex Community School District, hereafter referred to as "school district", harmless from any and all damages and claims that may arise by reason of any negligence on the part of the entity in the use of any facilities or equipment owned by the school district. In case any action is brought therefore against the school district or any of its officers, employees or agents, the entity will assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the school district reserves the right to defend such action and to charge all costs, including attorney's fees, to the entity.

The entity agrees to furnish and maintain during the usage of the facilities or equipment owned by the school district such bodily injury and property damage liability insurance will protect the entity and the school district from claims for damages for personal injury, including accidental death, and from claims for property damages which may arise from the entity's use of the school district's facilities or equipment whether such operations be by the entity or by anyone directly or indirectly employed by the entity.

The entity will furnish the school district with a certificate of insurance acceptable to the school district's insurance carrier before the contract is issued.

Dated at Essex, Iowa, this _____ day of _____, 20____

Entity_____

By_____

Address_____

Essex Community School District

Board Secretary

Date of board approval