

Phone: 712-225-6767/Fax: 712-225-6769

Facility Requesting: _____

Date of Event: _____

Set Up Time: _____ Start Time: _____ End Time: _____

Group Title: _____

Purpose of Activity: _____

Admission Charged? No _____ Yes _____ Amount \$ _____ For Profit? _____

Contact Information:

Name: _____ Email: _____

Street Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Custodial Services:

_____ Bleachers	_____ Lunch Tables	_____ Volleyball nets
_____ Chairs	_____ Writing Tables	_____ Basketball hoops
_____ Dressing Rooms	_____ Shower Rooms	_____ Media Equipment/Projector
_____ Microphones	_____ Podium	_____
_____ Stage Lights	_____ Other: _____	_____

Please Observe These Rules

1. No Smoking in school buildings or on school grounds
2. Only the group requesting the use of facilities is to be in the school buildings.
3. Each group must abide by board of education, state and federal policies and laws.
4. The Hold-Harmless Agreement below must be signed by the person representing this group.

Hold-Harmless Agreement:

The person(s) signing below agree(s) to indemnify and hold harmless the Board of Education, each individual board member, and all administrators, teachers, and custodians against any and all claims, costs, suits, and other forms of liability and all court costs arising from the use of the buildings and/or facilities. The person(s) as representative(s) of the above named group agree(s) to all conditions of the above statement.

Signature: _____ Date: _____

District Office Use:

_____ Approved	Date: _____	On Facility Calendar
_____ Disapproved w/Conflicts	Supt/Principal _____	Yes _____ No _____
_____ Trained Supervisor		Fee Charged \$ _____