



REQUEST FOR COMMUNITY USE OF SCHOOL FACILITIES

Facility Information	Facility Requested: _____ Area(s)/Room(s) Requested: _____
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User Organization Information	Organization Requesting Use: _____ Address: _____ Tax Exempt #: _____ Organization Contact: _____ Daytime/Cell Phone: _____ E-Mail Address: _____ On Site Adult Responsible Contact: _____ Daytime/Cell Phone: _____
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Schedule Information	Date(s) Requested: _____ Time(s) Requested: _____ Activity Description: _____ Estimated # of Participants: _____ Room Setup: _____ _____
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Fee Information	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;"></th> <th style="width: 20%; text-align: right;">Estimated Fee</th> </tr> </thead> <tbody> <tr> <td>Number of hours of use:</td> <td>_____ hours</td> <td></td> </tr> <tr> <td>Hourly rate:</td> <td>_____ per hour</td> <td>_____</td> </tr> <tr> <td>Custodial Personnel Fee: \$25.00</td> <td>_____ hours</td> <td>_____</td> </tr> <tr> <td>Kitchen Personnel Fee: \$25.00</td> <td>_____ hours</td> <td>_____</td> </tr> <tr> <td>Security Personnel Fee: \$25.00</td> <td>_____ hours</td> <td>_____</td> </tr> <tr> <td>Damage Deposit: (if required)</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Special Equipment Fee:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Total Payable at Time of Approval</td> <td></td> <td>_____</td> </tr> </tbody> </table>			Estimated Fee	Number of hours of use:	_____ hours		Hourly rate:	_____ per hour	_____	Custodial Personnel Fee: \$25.00	_____ hours	_____	Kitchen Personnel Fee: \$25.00	_____ hours	_____	Security Personnel Fee: \$25.00	_____ hours	_____	Damage Deposit: (if required)	_____	_____	Special Equipment Fee:	_____	_____	Total Payable at Time of Approval		_____
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I, _____, whose signature appears below, am authorized to act as the legal agent of the above named organization (applicant) for the purpose of application for and use of the Douglas County School District's facility referenced above. I acknowledge receipt of Board of Education Policy KF, and Regulations KF-R2, and agree to the conditions of building use as specified herein.

The applicant agrees that it shall be responsible for the conduct and control of all participants and spectators, and shall ensure that use of the above referenced facility is in compliance with all applicable federal, state, municipal, and School District safety regulations. The applicant agrees to provide adequate adult supervision during the use of the facility.

The applicant recognizes that the School District's property and general liability insurance policies do not provide coverage to organizations using school facilities for non-school activities. The applicant is required to provide a certificate of comprehensive general liability insurance in the amount of \$1,000,000 per occurrence. The certificate of insurance must have an endorsement naming Douglas County School District RE. 1 as an additional insured as it's interests may appear.

In consideration of the applicant's use of the School District's facilities, the applicant agrees to indemnify, defend and hold harmless the School District, its respective agents, affiliates, officers, directors, servants, and employees of and from all loss, cost damage, injury, liability, claims, liens, demands, actions, and causes of action whatsoever arising out of, or related to applicant's negligent or intentional acts, errors, and omissions or those of its employees, agents and participants in connection with the use of the School District's facility.

For the safety of our students, staff and visitors, security cameras may be in use at any time. Smoking and tobacco use in all school district buildings and on all school campuses is prohibited at all times. For additional information or to report violations, please call District Security at 303-387-9999.

_____	_____
Applicant Signature	Date

_____	_____
Facility Use Coordinator Signature	Date

Request Approved <input type="checkbox"/>	Request Denied _____
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