

Cedar Grove-Belgium Area School District
Application/Contract for Use of School Facilities

Form 7510F1

This form must be completed and returned to the school office of the facility you are requesting to use at least five (5) days prior to the requested event date.

FAX: Elementary School 920-668-6933 Middle School 920-668-8566 High School 920-668-8605
EMAIL: lpeterson@cgbrockets.com kfeind@cgbrockets.com ddehaai@cgbrockets.com
PHONE: 668-8518 X 304 668-8518 X 227 668-8686 X 549

Applicant Information

Name of Organization/Group/Person Requesting Facility _____
Date of Application _____ Contact Person _____
Address _____
Phone _____ Email _____
Name of Adult in Charge of Activity _____ Phone _____
Tax Exempt Number 501(c)(3) (if claiming tax exempt status) _____

Facility Information

School Building _____
Facility/Room(s)/Athletic Area Requested _____
Purpose _____
Date(s) Requested (please list all dates) _____

Start Time _____ End Time _____
Will food/beverages be involved? Yes _____ No _____

Equipment Requested * Indicates Charge for Required District Staff

- | | | |
|--|---|---|
| <input type="checkbox"/> Bleachers | <input type="checkbox"/> Screen | <input type="checkbox"/> Microphone |
| <input type="checkbox"/> Tables Number _____ | <input type="checkbox"/> Podium | <input type="checkbox"/> Scoreboards |
| <input type="checkbox"/> Chairs Number _____ | <input type="checkbox"/> Sound System* | <input type="checkbox"/> Kitchen Equipment* |
| <input type="checkbox"/> LCD Projector | <input type="checkbox"/> Auditorium Lights* | <input type="checkbox"/> Other _____ |

Additional costs will be billed if additional services or repairs are required. The applicant agrees to abide by all applicable policies and guidelines of the School District and the Release and Hold Harmless Agreement.

FOR OFFICE USE ONLY

Rental Charges

Estimated Cost of Facility Rental \$ _____
Estimated Cost of Equipment (itemized)
_____ \$ _____
_____ \$ _____
_____ \$ _____

Estimated Cost of Labor:
Custodian (or Lights/Sound Operator) _____ hours @ _____ /hr. = \$ _____
Lifeguards (if pool requested) _____ hours @ _____ /hr. = \$ _____
Kitchen (if equipment requested) _____ hours @ _____ /hr. = \$ _____
TOTAL COST \$ _____

Reviewed by Director of Building and Grounds _____ Date _____
Reviewed by HR Generalist _____ Date _____
Reviewed by Gym & Swim Coordinator (if needed) _____ Date _____
Reviewed by Food Service Manager (if needed) _____ Date _____

RELEASE AND HOLD HARMLESS AGREEMENT

The Applicant is strictly prohibited from using School District property for any purpose or at any time not explicitly specified in this contract (hereinafter "Unauthorized Use"). The Applicant's Unauthorized Use of School District property shall constitute trespass. In addition to all other liability assumed by the Applicant in this Agreement, the Applicant shall be wholly and completely liable for any damages, injuries, or other harm to any person or property resulting from any Unauthorized Use and shall indemnify and hold harmless the School District from the same.

The Applicant will take all steps reasonably necessary to protect and safeguard the property from damage, vandalism, extra-ordinary wear-and-tear, or other adverse effects caused by or arising out of any aspect of use of the Property by the Applicant, to include conduct by participants as well as conduct on the part of all other persons who are present during the activity.

The Applicant is informed and acknowledges that the School District has no knowledge of any hidden or concealed defects or hazardous conditions on the Property which are not observable.

The Applicant represents and warrants that it has had an opportunity to inspect and review the School District equipment the Applicant will use on the Property and that the Applicant has all necessary skill and expertise to safely use and/or operate such equipment, including any safety equipment. The Applicant acknowledges that the School District will not supervise any persons on the Property during the Applicant's use of the Property or equipment on the Property and that the Applicant will be solely responsible for the training supervision, instruction, and regulation of all persons on the Property.

The Applicant represents and warrants that it will take all steps necessary to assure the supervision, safety, and welfare of all persons present upon the Property in the course of its use of the Property. The Applicant is informed and acknowledges that the School District assumes no responsibility for the supervision, safety and welfare of persons present upon the property in the course of its use by the Applicant. The Applicant will reimburse School District for the cost of repair or replacement of any portion of the Property which may be damaged as the result of use of the Property. The Applicant is informed and acknowledges that the School District does not carry or provide group or individual accident or athletic insurance which will provide compensation to the Applicant or any person participating in the activity conducted upon the property by the Applicant for potential claims arising out of participation in the activity to include, but not limited to, claims for personal injury, medical expenses and property damage.

In consideration of the terms of this Agreement, the adequacy of which is hereby acknowledged, the Applicant releases, forever discharges and agrees to defend, indemnify and hold harmless the School District from all claims, rights, causes of action, damages and demands whatsoever, including, but not limited to, all liability and judgments for personal injuries, known and unknown, property damage, costs, loss of services or expenses of any type, including attorney fees, which any person may have or attempt to assert against the School District or which the School District may incur, arising out of, relating to, concerning or in any way connected with the Applicant's Authorized Use of the Property.

If the Applicant is a corporation, limited liability company, trust, or other entity distinct from its members or principals, the individual whose signature appears below represents and warrants that said individual has full and complete authority to bind the Applicant to the terms of this Agreement. If the Applicant is an individual, or one or more individuals, the Applicant represents and warrants that all individuals that will use the Property have signed this Agreement below and, furthermore, the Applicant acknowledges that failure of each individual utilizing the Property to execute this Agreement shall render this Agreement void and without effect. In which case, no authority for the use of the Property shall be conferred hereby.

Applicant Signature _____

Date _____

*Signed Application/Contract, Release and Hold Harmless Agreement and payment must be returned to school office a minimum of 5 working days in advance of the event. Make checks payable to Cedar Grove-Belgium Schools.