

**HOLGATE LOCAL SCHOOL DISTRICT
BUILDING USE & INDEMNIFICATION AGREEMENT**

All groups wishing to use the facilities of the Holgate Local Schools must accept the following responsibilities:

1. Appoint a responsible person to pick up the key to the building prior to the date that the building will be used and to leave it in a secure place following the activity unless a custodian is present in the building. Be sure all lights are turned off before leaving the building and all exit doors are locked.
2. Allow only people in your group to be in the building
3. Accept financial responsibility for any damage to facilities
4. Restore the room or area of use to same condition as before use
5. Use or possession of alcohol or drugs will not be permitted on school premises.
6. Building use will be granted between the hours of 6:00 a.m. and 11:00 p.m.
7. No students will be permitted in the school buildings after 6:00 p.m. on Wednesday evenings
8. All Building Use Forms must be submitted at least 5 days before the event

CONTRACT FOR USE OF SCHOOL FACILITIES

DATE OF EVENT _____ SET UP TIME: _____ EVENT START TIME: _____ EVENT END TIME: _____

EVENT NAME: _____

NAME OF ORGANIZATION REQUESTING: _____

APPLICANT RESPONSIBLE: _____ TELEPHONE NUMBER: _____

AREA OF USAGE (CHECK ALL THAT APPLY):

- Atrium Auditoria/Cafeteria Stage Screen Stage AND Screen
 Staff Dining Multi-Use Room HS Gym Jr. High Gym
 Other: _____

WILL YOU NEED A CUSTODIAN FOR SETUP? YES NO

TAKEDOWN? YES NO

WILL YOU NEED A CUSTODIAN PRESENT DURING THE EVENT? YES NO

NUMBER OF TABLES NEEDED _____ Round Round w/ stools Folding

NUMBER OF CHAIRS NEEDED _____ NUMBER OF TRASH CANS _____

HEATING/AC -- START TIME: _____ STOP TIME: _____ REAR PARKING LOT LIGHTS OFF AT: _____

BLEACHERS NEEDED (GYM USE ONLY)? Small Side Large Bottom Large Upper Deck

WILL YOU NEED TO USE KITCHEN EQUIPMENT? YES NO WILL YOU BE USING THE DISHWASHER? YES NO

AV/SOUND EQUIPMENT NEEDED

- Microphone Podium Lighting Screen
 Other: _____

If you request a specific setup of tables and/or chairs, please use the back side of this form to diagram the layout.

In consideration of District permitting Organization to use District premises, and intending to be legally bound, Organization hereby agrees as follows:

1. Organization hereby covenants and agrees to indemnify, defend, and hold harmless District, its Board of Education, administrators, and staff, from and against any and all liability, claims, charges, expenses (including counsel fees) and costs out of same, arising out of Organization's use of District premises, whether or not caused in part by a party indemnified hereunder.
2. The District has a right to require acceptable proof of certain insurance coverages, limits and endorsements depending upon the purpose(s) of the use. Failure to provide acceptable and timely evidence of these insurance requirements to the District upon request will result in immediate termination of the right to use District premises.
3. The District has the right to terminate Organization's use of District premises if, in the sole discretion of the District such use would interfere with the operation of the district, or if the event cannot be held by reason of fire, flood, acts of God, strikes, labor disturbances, or other events beyond the control of the District.
4. Any modification to this agreement must be in writing and made a part of the agreement with both parties acknowledging the modification by signature.
5. Should the Organization desire to bring equipment to the facility, the District's superintendent shall be notified of the type of equipment and the purpose for the equipment.
6. No Food or Beverages will be consumed, served or sold with out prior permission from the superintendent.

I have authorization to sign this agreement on behalf of my organization or group, and I have informed my organization or group of its content.

APPLICANT'S SIGNATURE _____ DATE: _____

IF USING GYMNASIUM(S) THE ATHLETIC DIRECTOR'S SIGNATURE IS REQUIRED: _____

SUPERINTENDENT: _____ DATE: _____

MARCH 23, 2016