

APPLICATION FOR USE OF NORFOLK PUBLIC SCHOOL FACILITIES

Name of Organization Making Request: _____ Date: _____

Type of Organization and Type of Activity or Event

- _____ Event or activity that is designed to service students of the District or which is related to any function of the District, including approved school-community associations and school-affiliated non-profit groups. *Describe:* _____
- _____ Tax-supported agency such as educational entity or unit of city, county or state government. *Describe:* _____
- _____ Nonprofit community agency such as a private educational agency. *Describe:* _____
- _____ Group in which the majority of the members reside within the District. *Describe:* _____
- _____ Other. *Describe:* _____

Facilities Requested: Building: _____ Areas: _____

Dates & Times Requested:

Dates (From – To)	Time (From – To)	Repeating	# Weeks
_____	_____	___ Yes ___ No	_____
_____	_____	___ Yes ___ No	_____
_____	_____	___ Yes ___ No	_____

Details of Use (Attach an additional explanation if needed)

Describe the Type of Activity or Event: _____

No. of Anticipated Users and Spectators: _____ Concessions/Food Served: ___ Yes ___ No Describe: _____

Set Up or Tear Down Required by District: _____

Type of Cleaning Required During and Afterwards: _____

Special Equipment to be Used (District & Organization): _____

Fees (To Be Completed by Superintendent or Designee)

<u>Type</u>	<u>Amount</u>
Processing	_____
Access	_____
Custodial	_____
Kitchen	_____
Special Equipment	_____
Monitoring	_____
Security	_____
Total	_____
Advance Deposit	_____
Date Deposit Due	_____

Applicant shall procure, at its own expense, a Comprehensive General Liability insurance policy naming the District as an additional insured. This policy shall be written with a minimum of \$1,000,000 combined single limit per occurrence. A Certificate of Insurance evidencing coverage must be submitted prior to the Applicant's use.

Insurance requirement waived:
 ___ Yes ___ No (for school official to complete)

Policy Compliance and Acceptance of Liability

This application is subject to the terms of the Board's "Community Use of School Facilities" policy. The terms and conditions of that policy are incorporated into this application by this reference. Applicant accepts all such terms and conditions.

We have read, understand and agree to abide by the policies, rules and conditions on the use of these facilities on this form and in Board Policy. We understand that we are accepting the use of the facility from the Norfolk Public Schools with no assurances or guarantees relative to their condition. It shall be our responsibility to check the facility to see that it is safe for our intended use. We take full responsibility for the facilities while they are being used by our group and will make full restitution for any and all damages which may occur while our group is using the facility. We agree to indemnify and hold the school district harmless for any and all accidents and injuries to ourselves or others while we are using the facility regardless of the negligence of the school district or its personnel. We assume full responsibility and liability for any injuries.

Name, Position	Signature	Date
Name, Position	Signature	Date

NOTICE TO RENTERS

1. School District does not carry liability insurance for the protection of the renting or using agency or individual.
2. The possession or consumption of any alcoholic beverage or controlled substance is forbidden.
(NHS is a Non-Smoking Campus. Smoking is NOT permitted anywhere on the grounds)
3. The Board of Education reserves the right to refuse rental or scheduling to any group or organization.
4. No event will be considered scheduled until this form has been completed and returned to the building principal.
5. All advertising must contain: "The Norfolk Public Schools has rented space to _____ and neither approves or disapproves of the activity."
6. **Rental fees must be paid in advance.** (Make checks payable to Norfolk Public Schools)
7. **Rental fees will not be refunded.** (Exception: weather conditions cause cancellation)

Applicant shall procure, at its own expense, a Comprehensive General Liability insurance policy naming the District as an additional insured. This policy shall be written with a minimum of \$1,000,000 combined single limit coverage per occurrence. A Certificate of Insurance evidencing coverage must be submitted prior to the Applicant's use.

Insurance requirement waived:
 Yes No (for school official to complete)

The organization, individual, and/or sponsoring company named above agrees to indemnify and hold harmless the School District of Norfolk, Board of Education, its officers and employees from and against all claims, demands, damages, and action that might arise out of the use of above building and premises by the above named organization or individual. The undersigned hereby covenants to pay or reimburse the School District of Norfolk for any and all expenses incurred by the school as a result of any property damage and/or claim made against said School District arising from the rental and use of the above described facility.

Signature of Representative

Total Fee Paid

Signature of Building Principal

Date Payment Received