

VALLEY SCHOOL DISTRICT
FACILITIES USE AGREEMENT
School Year _____

SECTION I: Information

Organization/Person Making Request _____

Facilities Requested (Specify Room/Grounds) _____ Date(s) and Time(s) of Use _____

Person in charge _____ Address _____

Phone number(s) _____ City, State, Zip _____

Description of Activities: _____

Anticipated number of participants/spectators..... _____

If the activity falls on a weekend or during non-school hours, will you require heat? Y N

If using the kitchen, will you need hot water? Y N

If available, will you require any equipment or supplies?..... Y N

If yes, please describe _____

SECTION II: Indemnity Agreement

Each party shall defend, indemnify and hold the other party, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, causes of action, losses, costs (including attorney fees), suits or judgments, arising out of injuries and damages caused by each party's own negligence. RENTER INITIALS _____

SECTION III: Certification

I understand, accept and agree to abide by all the terms of this Agreement, including the Facility Use rules and regulations as stated in the district policy, procedure(s) and other information provided to me. I agree to be responsible for prompt and full payment of the fees required by this Agreement.

Signature: _____ Date: _____

FOR OFFICE USE ONLY: To be completed by Approving Authority and Designee

Classification	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	Basic Fee	\$ _____
Certificate of Insurance Requested . . .	<input type="checkbox"/> Y <input type="checkbox"/> N	Custodial Fee	\$ _____
Date Received _____		Other Fee(s)	\$ _____
Keys issued?	<input type="checkbox"/> Y <input type="checkbox"/> N	Total Fee Due	\$ _____

Recipient name / phone number

SIGNATURE of approving authority or designee / DATE