

Request is:

Tentative * ☐ _____

Confirmed ☐ _____

Canceled ☐ _____

* If this is a tentative request, you have 10 days to confirm or your reservation will be cancelled.

FACILITY USE REQUEST INSTITUTION NAME

Please return original to:
<name of person at school or college>
<street address>
<city/state/zip>
<phone>
<fax>

Date facility needed	Day of the week
Group/ sponsor	
Brief description of the requested facility use	
Use start time	Use end time
If request is for a regular weekly/monthly time, please describe	
Location being requested	Room
Rain plan/ alternate site	Estimated attendance
Name, address & phone of primary contact person	Name, address & phone of secondary contact person
Will your group need access to the building to decorate or set-up before the time/day of the use? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when?	
Admissions standards for the event: <input type="checkbox"/> Ticket Required <input type="checkbox"/> Invitation Only <input type="checkbox"/> Open to the Public	
Do you anticipate guests with special needs/physical challenges? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:	
Will food be served? (special permission is required) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:	
Is special room set-up required? (a separate charge may apply) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe your needs:	
Will there be a need for custodial services after the event? (a separate charge may apply) <input type="checkbox"/> Yes <input type="checkbox"/> No	

If yes, please describe:

Will outside equipment be delivered/picked up?

☐ Yes ☐ No

If yes, please describe:

Is audiovisual equipment needed? (a separate charge may apply)

☐ Yes ☐ No

If yes, please describe:

GENERAL CONDITIONS FOR FACILITY USE

User agrees that the property and facilities of _____ (Facility herein shall be defined as the portion of the property wherein the event is being held as well as any other parts of the campus being utilized by the group including, but not limited to, parking lots, fields, sidewalks, hallways and restrooms) shall be used only for purposes that conform to, and in a manner consistent with, federal, state and local law and the policies and procedures of the institution and only for the purposes as described herein.

1. User agrees to abide by all fire, safety, traffic and parking, and public safety requirements of the institution.
2. Smoking is not permitted in any facility.
3. The sale, consumption or possession of alcoholic beverages shall not be permitted on the premises at anytime. Nor shall any person who is in a drunken or intoxicated condition, or who is under the influence of liquor, be permitted on the premises. The primary contact person above will be held responsible for the enforcement of this rule.
4. The use of profane language or gambling in any form is not permitted in any facility.
5. No use of equipment shall be granted unless an instructor or attendant, approved by the institution, is in charge of the rooms or equipment.
6. User agrees to be responsible for any damages to any facilities and/or property or injury to other persons caused by persons using the facility under this Agreement.
7. User agrees to indemnify, defend and hold harmless _____, its board, administrators, employees, agents and volunteers from any and all claims, suits, actions and liability arising or alleged to arise out of injuries or damages sustained by any person as a result of the use of the facility under this Agreement, notwithstanding the negligence of the institution, its board, administrators, employees, agents and volunteers.
8. User agrees to provide proof of comprehensive general liability insurance of not less than \$1,000,000 per occurrence, which names the institution as an additional insured. The institution reserves the right to cancel this Agreement if such proof of insurance is not provided at least two weeks prior to the scheduled use and maintained throughout the use. In the event acceptable proof of insurance cannot be provided by the user, the institution can arrange for the procurement of Special Event insurance, if needed, by going to www.musicprogram.org then going to Coverage Requests – Special Events Coverage. By clicking on the application for coverage, you are then directed to the TULIP program and can receive a quote for your event. Questions can be directed to the Arthur J. Gallagher Risk Management Services, our insurance administrator at musicprogram@ajg.com for the MUSIC Team.
9. Failure to abide by the terms of this Agreement may result in the immediate termination of the Agreement by the institution.
10. This Agreement may be modified only by the written agreement of the User and the institution.

Estimated rental charge	Estimated other fees
Amount of payment	Date of payment

1. Fees must be paid at the time reservations are confirmed.
2. Cancellations are accepted up to one week prior to the facility use. A full refund will be made unless the institution has incurred costs in preparation for the use. Any refund would be reduced by those costs. No refund will be made for cancellations received less than one week prior to the use.
3. The institution reserves the right to cancel this reservation if, in its sole discretion, it has reason to believe that the facility use will conflict with the General Conditions above. The institution also reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided.
4. Users of facilities will abide by the General Conditions.

Signature of Primary Contact Person

Date

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7. User agrees to indemnify, defend and hold harmless _____, its board, administrators, employees, agents and volunteers from any and all claims, suits, actions and liability arising or alleged to arise out of injuries or damages sustained by any person as a result of the use of the facility under this Agreement, notwithstanding the negligence of the institution, its board, administrators, employees, agents and volunteers.
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10. Failure to abide by the terms of this Agreement may result in the immediate termination of the Agreement by the institution.
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Amount of Payment	Date of Payment

12. Fees must be paid at the time reservations are confirmed. Payment is to be made by check payable to <district name> School District.
13. Cancellations are accepted up to one week prior to the facility use. A full refund will be made unless the institution has incurred costs in preparation for the use. Any refund would be reduced by those costs. No refund will be made for cancellations received less than one week prior to the use.
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