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Facility Use Request

Date: _____

Name of User / Organization: _____

Facility:	Campus 1	_____	Area:	Auditorium	_____
	Campus 2	_____		Gymnasium	_____
	Campus 3	_____		Cafeteria	_____
	Campus 4	_____		Kitchen	_____
	Campus 5	_____		Classrooms	_____
				Number:	_____
				Other	_____

Proposed Use: Describe the nature of the proposed use, the purpose or objective, and the target population. (Please attach a brochure or flyer, if available and appropriate.)

Period of Requested Use: List the dates, days, and hours of the request. (Please attach a calendar, if available and appropriate.)

Dates _____

Days _____

Hours Start: _____ End: _____

User Signature: _____ Date: _____

Printed Name: _____

Facility Use Application

Date: _____

Name of User / Organization: _____

Address of User / Organization: _____

Organization Phone Number: _____

Name of Contact: _____

Contact Phone Number: _____

After-hours Phone No.: _____

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Each user or organization is required to provide the following insurance coverages:

General Liability	--	\$ 2,000,000
Umbrella Coverage	--	\$ 5,000,000
Property / Lease Insurance	--	100 % replacement cost

Name of Insurance Company: _____

Policy Number: _____

Name of Insurance Agent: _____

Telephone Number: _____

Facilities Use Agreement Letter

Re: Facility Use Proposal and Agreement

Dear _____:

We have received your application and request to use the [School name and location], specifically the [room or part of building] to operate [name or description of program]. We are pleased to offer this proposal to [Organization]. The cost for using these rooms will be [\$___] per []. These rooms have been scheduled for your use, beginning on [Date] through [Date], on each [weekday] starting at [time] until [time].

This payment should be payable in the form of a Money Order or Cashier's Check to [Name of Organization]. It is due and must be received on or before the first day of each month. It shall be delivered or sent to:

Name of school, organization, or payment center
Address
City State Zip
Attn: _____

As described in the application, [User organization] is required to have insurance coverage, which relieves [Owner Organization] of all liabilities while [User organization] occupies the building and premises. Please forward a copy of your insurance certificates to the above address. You are also responsible for providing and maintaining the security of the building while you are occupying the facility, as well as 30 minutes before and after, which security shall deny access to the site for any individuals who will not be participating in your programs. If you should discover any damage or other conditions which appear amiss, please inform the [Owner Organization] representative who opened the building when you first arrive in order to document the conditions as you found them. Otherwise, any damage which occurs during the time you are occupying the building, will be considered your responsibility.

If you should have any operational questions or concerns, you may contact the [Owner Organization] representative on site, during your event, or contact the [Facility Manager, or Director of Facilities and Site Services] during normal working hours.

Please acknowledge the terms of this agreement by signing below, and returning to [Owner Organization]. Thank you for your consideration and cooperation.

User Signature: _____ Date: _____

Printed Name: _____