

HLV FACILITY/EQUIPMENT UTILIZATION REQUEST FORM

The undersigned entity makes application for the use of the school district facility or equipment as designated below. The entity may be required to provide an Indemnity and Liability Insurance Agreement prior to the use of school district buildings or sites. In addition, the entity will be required to provide police protection if, in the opinion of the superintendent, it may be necessary to maintain order and to properly protect the building or site. Further, the entity is responsible for complying with the "all" law, board policies and the administrative regulations.

Name of Organization or Individual _____

Building/Site Requested _____

Date Used _____, 20____ **Hours (from/to)** _____

Purpose _____

Equipment Needed _____

Special Provisions _____

Supervision Provided By _____

Approximate Attendance: _____ **Adults** _____ **Students** _____ **Preschool age**

Admission Charge (if any) _____
If admission is charged, what are the funds to be used for? _____

_____, 20____
Applicant's Signature _____ **Date** _____

Applicant's Address _____ **Phone** _____

Check Out _____	Return _____
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() APPROVED OR DENIED** **BY:** _____

RENTAL RATE (if applicable)..... \$ _____
CUSTODIAN (per hour)..... \$ _____
OTHER FEES..... \$ _____
ESTIMATED TOTAL FEES \$ _____

** It is to be understood that approval has been based on factors as known at this time. Unknown factors including, but not limited to: re-scheduling of school activities; maintenance scheduling, and Acts of God may affect availability at a later date. It is also to be understood that school activities "always" take precedence over private or community activities and events. With this in mind, it shall be the responsibility of the party(ies) requesting usage of a school facility to periodically check with the appropriate building principal and head custodian in order to determine whether or not availability status has changed.

