

**CUMBERLAND SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL FACILITIES
830 Exhibit 2**

Name of Organization/Event

Date(s) of Event

Applicant's Name

Applicant's Contact Phone Number

Address

City/State/Zip

Is this event open to the public? Yes No

Are you charging for the event? Yes No

Describe the Type of Event That Will Take Place: _____

Grade Level(s) Involved: _____

Event Start Time: _____

Event End Time: _____

Number of Spectators/Participants: _____

Check the area(s) you are requesting:

- | | | |
|---|--|---|
| <input type="checkbox"/> High School Gymnasium | <input type="checkbox"/> High School Kitchen | <input type="checkbox"/> High School Cafeteria |
| <input type="checkbox"/> Middle School Gymnasium | <input type="checkbox"/> Middle School Kitchen | <input type="checkbox"/> Middle School Commons |
| <input type="checkbox"/> Elementary School Gymnasium | <input type="checkbox"/> Elementary School Kitchen | <input type="checkbox"/> Elementary School Commons |
| <input type="checkbox"/> Endeavor Stadium | <input type="checkbox"/> High School Library | <input type="checkbox"/> High School Guidance Area |
| <input type="checkbox"/> Islander Park | <input type="checkbox"/> Middle School Library | <input type="checkbox"/> District Office Conference Room |
| <input type="checkbox"/> Middle School Softball Field | <input type="checkbox"/> Elementary School Library | <input type="checkbox"/> Concession Stand <i>(Specify)</i> (Pre-approved) |
| <input type="checkbox"/> Elementary Field of Dreams | <input type="checkbox"/> School Forest | <input type="checkbox"/> Other _____ |

Check the equipment you are requesting:

- | | | |
|------------------------------------|--|--|
| <input type="checkbox"/> Bleachers | <input type="checkbox"/> Microphone/Podium | <input type="checkbox"/> Video Equipment/TV <i>(Specify)</i> |
| <input type="checkbox"/> Chairs | <input type="checkbox"/> Special Lighting | <input type="checkbox"/> Sound Booth <i>(Specify)</i> |
| <input type="checkbox"/> Tables | <input type="checkbox"/> Ovens/Coolers or Appliances | <input type="checkbox"/> Internet/Wifi |
| | | <input type="checkbox"/> Other Technology _____ |

Specify: _____

The Facility Use Application must be submitted two weeks in advance of the date requested unless Board action is necessary. If so, it must be submitted prior to the third Tuesday of the month. Applicant Organizations shall not violate laws that regulate the use of public school facilities and shall assume full responsibility for maintenance or property damage. Applicant Organization shall pay all fees and labor for custodial or kitchen employees. Fees may be waived at the discretion of the District Administrator. **In addition, all facilities shall be clean and left in the same condition as they were found. Failure to comply with the terms of this agreement may result in the loss of future usage for Applicant Organization.**

Signature of Applicant

Date of Application

ADMINISTRATIVE USE ONLY

Fees for Use: _____

<p>_____ Administrator/Athletic Director Signature</p> <p>Approved Denied</p>

Assigned Staff:

- Custodian _____
- Kitchen _____
- Supervision _____
- Facility Use Calendar

Copies Forwarded To:

- HS Principal(copy of all forms)
- School Building Office
- Athletic Director
- Maintenance
- Food Service
- District Office
- Community Education
- Physical Education Dept.
- Technology Dept.
- Applicant

830 Exhibit 3
HOLD HARMLESS AGREEMENT
Between the Cumberland School District and Organizations
Wishing to rent Cumberland School District facilities

In consideration of being able to use (list the facility) _____, school district property on (date or dates) _____, (the user) _____ agrees to indemnify and hold harmless the Cumberland School District, its board of education, its officers, its employees, or agents from all loss, liability, claims, or expense arising from or in connection with any injury or damage to any person or property arising from the use of said facility.

Liability Coverage Guidelines

The Cumberland School District must be named as an additional insured on the policy of the facility renter or user. The total limits of the users primary and underlying policy such as an umbrella must be:

General Aggregate Limit (other than products)	\$1,000,000
Product-Completed Operations Aggregate Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Fire Damage Limit (any one fire)	\$250,000

A certificate of insurance must be provided to the official responsible for the facility rental prior to advance publicity advertising for a large participation event or no fewer than five days prior to any event.

For The District:

The User:

Signature

Signature

Printed Name

Printed Name

Date

Date

FEE FOR USE: _____

Cumberland School District Concession Stand Checklist

Organization Name: _____

Date(s) needed: _____

Specify which concession stand you would like to use:

- Endeavor Stadium
- Beaver Lodge in High School Cafeteria
- Middle School Commons
- Islander Park

We have a contract with Bernick's Pepsi for the following items for resale:
Pop, Propel, Gatorade, and a variety of candy and chips.

Other items offered for resale:

Popcorn

Pretzel and cheese

Nachos and cheese

Nilssen Water

*We will take inventory before and after the event and invoice you for items sold.

**We pride our district on local Cumberland businesses. Any additional food or items sold in the concession stand will need to be provided locally.

Donated baked goods will be allowed.

Your organization will be responsible for any supplies or equipment for items sold. (roaster, warmers, paper products, condiments, etc.)

Clean up the concession stand.

By signing this document, I acknowledge the above requirements and responsibilities.

Signature of Applicant

Date

ADMINISTRATIVE USE ONLY

Athletic Director Signature

Approved Denied

Copies Forwarded To:

- School Building Office
- Athletic Director
- District Office
- Pep Club Advisor