

**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 the organization a non-profit? Yes No

Are you charging for the event? Yes No

Describe the Type of Event That Will Take Place: \_\_\_\_\_

Doors Open At: \_\_\_\_\_

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 Cafeteria |
| <input type="checkbox"/> Endeavor Stadium/Concessions    | <input type="checkbox"/> High School Library       | <input type="checkbox"/> Islander Park               |
| <input type="checkbox"/> District Office Conference Room | <input type="checkbox"/> High School Guidance Area | <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"/> Other _____                           |

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 Monday 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 waved 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:** \_\_\_\_\_

**Assigned Staff:**

**Copies Forwarded To:**

- Custodian \_\_\_\_\_
- Kitchen \_\_\_\_\_
- Supervision \_\_\_\_\_

- School Building Office
- Athletic Director
- Maintenance
- Food Service
- District Office
- Community Education
- Physical Education Dept.
- Technology Dept.
- Applicant

<p>_____ Administrator/Athletic Director Signature</p> <p style="text-align: center;"><b>Approved      Denied</b></p>
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**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: \_\_\_\_\_