

**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: _____

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"/> 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 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 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: _____

Assigned Staff:
 Custodian _____
 Kitchen _____
 Supervision _____

Copies Forwarded To:
 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>Approved Denied</p>

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: _____