

# Cosmopolis School District

## Application and Agreement for Use of School Facilities

Date of Application: \_\_\_\_\_ Name of Group: \_\_\_\_\_

Person Making Request: \_\_\_\_\_ Telephone: \_\_\_\_\_

Street and Mailing Address: \_\_\_\_\_

Facility Desired: \_\_\_\_\_

Specific Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Specific Times: From: \_\_\_\_\_ To: \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Number Attending: \_\_\_\_\_

*The above application for use of school facilities is approved subject to the following regulations:*

1. Damage deposit, rental charge and any required school district employee fee must be made in advance.
2. The organization and individuals signing below acknowledge that they have read and understand school district Policy 4260 and Procedure 4260 and that they agree and accept the terms of said policy and procedure as a condition of the use of school facilities.
3. The organization and individuals signing below agree to clean the facilities used by them and to restore the area used to its original arrangement and condition.
4. All lights must be turned off and all doors secured by facility users prior to leaving the premises.
5. Only the facilities or areas listed above may be used. Entry to other areas is not authorized or allowed. By signing below, the organization and individuals acknowledge that they have looked at the school facility they intend to use and that that facility is appropriate for their intended use.
6. No consumption of food or beverages is allowed in the gym or auditorium. No regular street shoes on the gym floor. Groups or individuals using the facility must enforce all applicable rules.
7. The use of tobacco, illegal drugs, or alcohol is not permitted on school property. Groups or individuals using the facility are responsible for the enforcement of this rule.
8. The district reserves the right to cancel any meeting or activity in any district facility if the school district requires the use of the facility or if school policies are not being followed by the intended user.
9. By signing below, the organization and individuals using school facilities have completed and returned the User Agreement and Waiver Form or the Recreational User Agreement and Waiver Form.
10. Documentation of insurance must be included when this document is returned to the district.
11. Call 580-3441, 249-8116 or 589-1994 immediately upon discovery of a problem with the facility.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Group requesting facility hereby agrees to abide by the above regulations and all other terms listed in this agreement.

\_\_\_\_\_  
Cosmopolis School District Superintendent

\_\_\_\_\_  
2<sup>nd</sup> Signature

\_\_\_\_ User Agreement and Waiver Form  
\_\_\_\_ Recreational User Agreement and Waiver Form  
\_\_\_\_ Compliance Statement HB 1824

\_\_\_\_ Proof of Insurance  
\_\_\_\_ General Deposit  
\_\_\_\_ Key Deposit