

LEE PUBLIC SCHOOLS
APPLICATION FOR USE OF SCHOOL FACILITIES/GROUNDS & EQUIPMENT

(Before completing, please read attached conditions of use)

DIRECTIONS TO APPLICANT: Complete and submit application to the Facilities Director, Principals or the Superintendent of Schools designee. The Principal's and Superintendent's signature on the original constitutes a contract for the applicant's use of facilities, grounds or equipment as specified below.

Name of the Group: _____

Applicant's Name: (Please Print) _____

Applicant's Address: _____
(Billing Address) (Street) (City) (State) (Zip)

Applicant's Phone #: (Home) _____ (Work) _____ (Fax #) _____

Facilities/Grounds/Equipment Requested: _____

Lee Elementary Lee Middle and High (please check which facility requested)

Purpose of Use: Practice Performance Other _____

Date Beginning: _____ Time: _____ [a.m.] [p.m.]
(Day of Week) (Complete Date)

Date Ending: _____ Time: _____ [a.m.] [p.m.]
(Day of Week) (Complete Date)

(If schedule changes in any way, please notify the Superintendent's Office - (413) 243-0276)

What time will Facility be needed for preparation? _____ Clean-up by District _____

Anticipated number of persons to be in attendance: _____ Fee to be Charged to those attending: _____

Specify equipment to be furnished by School District: _____

Please read carefully: On behalf of the above organization, I hereby certify that I have read and understand the conditions of rental attached to this application. I agree to provide adequate adult supervision at all times during the use of the facility. I will assume responsibility for all fees, charges, and damage claims resulting from such use of facilities.

Applicant's Signature: _____ Date: _____

PRINCIPAL'S SIGNATURE: _____ Date: _____

THIS SECTION TO BE COMPLETED BY THE DISTRICT OFFICE

BEFORE USE:

Civic: _____ Non Civic: _____ Rental Fee: _____ Certificate of Insurance Required: _____ Deposit Received: _____
Anticipated Service Fee: _____ Custodial: _____ Cafeteria: _____ Extra Utilities _____
Management Fee: _____ Technician(s): _____ Food Worker _____ Per Ticket Sold _____

Space & Time Reserved on: _____ by: _____

Comments: _____

APPROVAL OF SUPERINTENDENT OFFICE (DESIGNEE): _____

Distribution of Copies: Applicant: _____ Principal: _____ Assistant Principal: _____ Custodian: _____ Business Services: _____
Food Services: _____ Auditorium Manager: _____ Other: _____

AFTER USE:

Rental Fee: _____ Service Fee: _____ Repair Charges: _____
Charged To Account: _____ Auditorium: _____ Grounds: _____
Equipment: _____ Other: _____

INDEMNITY CLAUSE FOR FACILITIES USE FORM

"I _____, understand and agree that, in consideration for being granted access to and the use of the property and facilities of the Lee Public School District, I, on behalf of myself and _____ hereby waive and covenant not to sue, bring any action, grievance, charge, or complaint against the Lee Public School District, its School Committee, representatives, agents, servants and/or employees, and I, on behalf of myself and _____ hereby release said Lee School District, its representatives, School Committee members, agents, servants, and/or employees from liability for any injuries sustained, or any damages resulting from any actions or inactions by the Lee Public School District, its School Committee members, representatives, agents, servants and/or employees which relate in any way to my use of the school facility. _____ hereby indemnifies the Lee School District, its School Committee, representatives, agents, servants and/or employees as to and all claims and damages relating in any way to the use of this facility by the _____ and each and every person using the facility by and/or through the _____. As the signatory on this application, I understand and agree that I must inform all members of my organization who will be using the facility of this indemnification clause.

Name of Designee: _____
(Please Print)

Signature: _____
(Organization Designee)

Date: _____