

## BANKS SCHOOL DISTRICT FACILITY USE APPLICATION

Submit application to the requested building office **no later than 5 school days prior to use**

ORGANIZATION	
ACTIVITY/EVENT	
CATEGORY (See Board Policy)	
DATE	
DAY(S) OF THE WEEK	
HOURS	

	One Time Use
	Recurring Event

Number of people expected \_\_\_\_\_

Do you charge for your event? Y/N

Responsible Party (**Must be present at event**) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Is this person a Banks School District employee?      Yes       No

Please mark which facility(ies) you are requesting:

Elementary School		Middle School		High School		Other	
Classroom(s)		Classroom(s)		Classroom(s)		Community Gym	
Cafeteria		Cafeteria		Cafeteria		Wrestling Gym	
Kitchen		Kitchen		Conference Rm		Board Room	
Gymnasium		Gymnasium		Stage		District Conf Room	
Library		Library		Kitchen		Parking Lot	
Outside Field		Outside Field		Gymnasium			
Conference Rm		Conference Rm		Library			
				Stadium/Track			
				Football Field			
				Baseball Field			
				Softball Field			
				Practice Field			
				Outside Restroom			

**NOTE:** All Kitchen use must be approved in advance by the Food Service Director. A Kitchen staff member **must** be present and you will be billed for their time.

**PLEASE READ CAREFULLY AND INITIAL AS READ AND UNDERSTOOD**

**Initials**

- Applicant certifies that all information is true and correct and that they have the authority to make this application.

\_\_\_\_\_

- Applicant certifies that they have read the District Board Policies KG and agree they will be observed.

\_\_\_\_\_

- Applicant assumes all responsibility and liability for damage to the facility and/or equipment covered by this application regardless of cause.

\_\_\_\_\_

- Applicant certifies that they will provide reasonably necessary personnel to supervise and monitor safety necessary to protect persons and property involved in activities pursuant to the permit issued.

\_\_\_\_\_

- Liability insurance is required in the minimum amount of \$1,000,000 as a condition for the issuance of any permit. Such insurance shall name the Banks School District #13 as additional insured. A Certificate of Insurance shall be provided to the district prior to the issuance of the permit for facilities use. Groups using facilities or grounds for athletic/sporting events must also verify liability coverage applies to spectators. Groups involving youth must also provide verification of abuse/molestation liability coverage.

\_\_\_\_\_

- Applicant agrees to hold harmless and indemnify Banks School District, its Board of Directors, Officers, Agents, and employees from all claims, demands, liabilities and obligations, including attorney fees and costs that applicant may be required to pay by reason of incident to the use of the District's facilities by the applicant of any of the applicant's agents, volunteers, participants, or invitees.

\_\_\_\_\_

- All users of District facilities shall comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination. Applicant agrees to not discriminate against a qualified individual with a disability. Applicant agrees to provide a qualified individual with a disability an opportunity to participate in or benefit from the aid, benefit or service that is equal to that afforded others involved in the program or activity.

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Is special set up prior to event required?

Yes	No

If yes, please fill out Page 3 of application

Approval/Denial


School Approved

School Denied

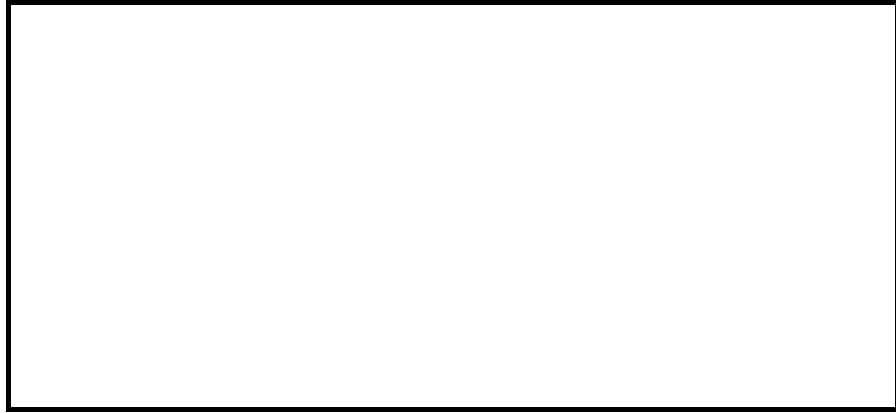
Signature

\_\_\_\_\_

Date

\_\_\_\_\_

For special set up, please draw a diagram:



Special Request:

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Two horizontal lines, one above the other, providing space for a special request. The lines are approximately 550 pixels long and are positioned to the right of the text 'Special Request:'.