

Grants Pass School District No. 7 Building/Field Use Request Form

School: _____ Building Facility: _____ Field: _____

Group requesting use: _____ Purpose: _____

Number of Participants: _____ Date(s) _____ Time start: _____ Time end: _____

Group Representative applying for use: _____ Phone: _____

On-Site Group Representative* (if different) _____ Phone: _____

**Note: All designated On-Site Group Representatives must be approved, in advance, by school administration. The On-Site Group Representative will be present at all times supervising or instructing the activity specified in this application (not a participant) and identify themselves to assigned District 7 staff.*

Deposit/Rental*(see Administrative Regulation KG-AR) to be paid with application: Deposit _____ Rental _____

Additional Requirements* (refer to KG-AR for additional applicable fees):

1). Tables/Chairs (indicate number required) _____ Fee: _____

2). Audio/Visual Equip. Type: _____ Fee: _____

3). Food/Beverage Requirements: _____ Fee: _____

4). Other: _____ Fee: _____

Total Deposits, Rentals and Fees to be received: _____

Comments:

Liability Insurance – All groups must provide evidence of insurance providing for at least \$1 million of liability insurance naming District 7 as additionally insured:

☐ Insurance certificate attached ☐ Insurance certificate on file with the school

Additional Representations:

1. As part of this application, the user group agrees to hold District No. 7 free and harmless from any and all liability arising from agency's activities.
2. The user group acknowledges that it is responsible for leaving the facility in the same clean and orderly condition and assumes responsibility for any vandalism or equipment loss by their group(s). To the extent the group's deposit is not sufficient to cover any damage arising from a group's use of District 7 facilities, the Group Representative making this application will be billed for the additional cost.
3. District 7 facilities will be used in accordance with the rules set out in District 7 Administrative Regulation KG-AR (copy to be provided to the Group Representative).
4. The User Group acknowledges that any problem arising from the use or misuse of these facilities by any group can result in the immediate cancellation of this use agreement and denial of all future use applications.

NOTE: School functions have priority over any scheduled event by an outside user group. The school will notify the Group Representative whenever a conflict arises and it is the responsibility of the Group Representative to notify all those involved.

Date: _____ Submitted: _____
Group Representative

Date: _____ Approved: _____
Building Principal (or designee)*

* The Building Principal (or designee) approving this application is responsible for assigning an appropriate District 7 staff member in accordance with Administrative Regulation KG-AR, General Rule 4.

Date Building/Field Use Application received by Central Office: _____