

TROY SCHOOL DISTRICT #287

FACILITY USE REQUEST

Submit all copies at least one week in advance - PLEASE PRINT

NAME OF ORGANIZATION _____

NAME OF REPRESENTATIVE _____
LAST FIRST M.I.

MAILING ADDRESS _____
NUMBER OR BOX STREET CITY STATE ZIP CODE

TELEPHONE NUMBER(S) _____

SCHOOL _____ BUILDING OR FACILITY REQUESTED _____

DATE(S) AND START/END TIMES (include preparation and clean-up) _____

Description of planned activity:

Admission to be charged: \$ _____

I understand that:

1. Adult supervision (21 years or older) will be provided at all times; supervisor's name(s) will be submitted to school prior to event.
2. No unauthorized person is to be admitted to premises; all windows and doors to be secured at conclusion.
3. Any special decorations will comply with fire codes, and will be removed immediately following the event.
4. We are responsible for any damage to the facility.
5. We hereby indemnify, defend and hold harmless the District and its employees or agents from any liability, expenses, costs (including attorney's fees) damages and/or losses arising out injuries or death to any person or persons or damage to any property of any kind in connection with the use of the District facility which are not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law. *Documentation of liability insurance appropriate to the event must be included with request.*
6. We agree to abide by non-discrimination clauses as contained in the Idaho Human Rights laws and federal anti-discrimination laws.
7. No tobacco, alcohol, non-prescription drugs, nor games of chance (without prior approval), are allowed on school property.
8. No school equipment will be used unless it has been approved on this form.
9. No food or drink will be sold or consumed unless it has been approved on this form.
10. Sales tax must be submitted to the State of Idaho if admission is charged.

Representative: _____
Signature Date

Office Use

Maintenance (Condition, Security, Custodial) _____
Comments:

FEE REQUIRED: \$ _____ Principal (Approval) _____
Signature Date

EVENT CONFIRMATION (FOLLOWING APPROVAL): _____
Representative's Signature Date

Fee Paid: Amount: \$ _____ Received by: _____

All fees must be paid in advance of use at the school office, with no payment to individual teachers, custodians, etc. Activities charging admission must pay ten percent (10%) of gross receipts at the end of the activity. Shops will not be rented due to liability.

(State tax is added for all recreational uses. Hourly charges apply to any portion of hour)

Location (each)

First Hour Additional Hour

Classroom or Library	\$10.00	\$5.00
Gymnasium	\$10.00	\$10.00 (or \$50.00 per day)
Computer Lab	\$50.00	\$15.00 (Technology Coordinator or designee must supervise)
Cafeteria Dining Area	\$20.00	\$5.00
Cafeteria Kitchen	\$50.00	\$15.00 (Food Service Supervisor or designee must supervise)
Field, Parking Lot, or other outside areas	\$5.00	\$5.00
Field, Parking Lot, or other outside areas	\$10.00	\$10.00 with restroom access

Availability is limited by school needs, maintenance, and availability of district personnel.

Additional charges will apply if, in the judgment of the District, on-site supervision or security is required.

See Troy School District Policy 4210 for additional information.