

DEWEY PUBLIC SCHOOLS FACILITY REQUEST

Requests must be made to the Principal/Supervisor in the area involved in the activity,
or to Administration Office Staff if ADM facilities are being requested.

Following notification of approval, a key may be picked up in the Adm Bldg and must be returned the day following the activity.

SECTION 1: (FOR NON SCHOOL SPONSORED GROUPS ONLY): Release of Liability AND Payment Information	SECTION 2: Contact Information Please Print Legibly
<p>The school permits the use of facilities if: _____ The Group has liability insurance coverage AND/or _____ FOR AND IN CONSIDERATION OF the use of the facilities and/or equipment of the Dewey Public School Board of Education, _____ (name of group/indemnitor) Hereby agrees to save, indemnify and HOLD HARMLESS the Dewey Public Schools Board of Education and its agents, representatives, members and employees from any and all liability, claims, demands, damages, attorney fees, expenses or costs for or arising from the event description and facility on ____/____/____ (date), caused by the conduct or negligence of the indemnitor or its agents, representatives, or employees. The group acknowledges that the school is not sponsoring or acting as a supervisor for the event.</p> <p><i>*I understand the regulations governing the use of school facilities, and knowingly understand, acknowledge and agree to all terms and conditions. Proof of comprehensive liability insurance is required if applicant is not a school-sponsored group and must be provided to the administration office no later than one week prior to the date of the event. Failure to provide proof of insurance will result in cancellation of facility rental.</i></p> <p>Printed Name: _____</p> <p>Signature: _____</p> <p>PAYMENT INFORMATION: Use of facilities for non-school related activities may require the payment of a fee as noted in school policy. Custodial fees will be calculated at the rate of \$18 per hour.</p> <p style="text-align: center;">TOTAL HOURS REQUESTED _____ x \$18 = _____ TOTAL PAYMENT DUE</p> <p>Make checks payable to: Dewey Schools</p>	<p>Date of Application: ____/____/____</p> <p>Applicant: _____</p> <p>Organization or Group: _____</p> <p>Phone: (Cell) _____ (H/W) _____</p> <p>Email: _____</p> <p>Billing Address: _____</p> <p>City _____ State _____ Zip _____</p> <p>Additional Contact Person: _____</p> <p>Phone: (Cell) _____ (H/W) _____</p> <p>Address: _____</p> <p>City _____ State _____ Zip _____</p> <p>Email: _____</p> <p>NOTE: All school activities for which campus facilities are used must have faculty sponsorship. For dances this must include two faculty members who will be attending the function. Local police should be notified of the event to make them aware of possible problems. High School dances shall include grades 9-12 with alumni or non-students attending only as guests of Dewey Students. Middle School dances shall include only Dewey students in grades 6-8.</p> <p>FACULTY SPONSORS must include 2 certified employees from the school site involved.</p>

SECTION 3: EVENT INFORMATION	
Date(s) Requested: _____	Time Requested: _____
Event: _____	Start Time of Event: _____
Facility(ies) Requested: _____	End Time of Event: _____
_____	Admission Charge or Donation Accepted: (circle) Y / N
Expected Attendance: _____	If Yes, charge per person: _____
Additional Requests (Including Technology: audio/visual/lighting..., etc. Please Note Not all requests may be honored.) _____ _____	

PRINCIPAL/SUPERVISOR APPROVAL: _____

Following approval, the Principal/Supervisor will deliver: one copy to the *Maintenance Supervisor*,
 one copy to the *Superintendent's office*,

SUPT /Designee INITIALS _____

and one copy to the *Technology Director, as requests warrant.*