

Albany County School District One

Request for Use of Facilities

Facility _____ Date of Request _____

Organization _____

Contact Person _____ Phone _____

Mailing Address _____ City _____ Zip _____

Purpose of Rental _____

Number of Persons _____ Rooms Requested _____

Date	Day	Start Time	End Time

Tables Requested _____ Chairs Requested _____

Room Preparation (Arrangement, AV, Etc.) _____

Organization Official Signature _____ School Principal Signature _____ M&O Director Signature _____ Business Manager _____

This section is to be completed by the Business Manager and a copy sent to the organization and M&O Director
The District requires a certificate of liability insurance for at least \$1,000,000 naming the District as an additional insured prior to renting the facility.

Base Rental Fee \$32.00 per hour X _____ (hours)= \$ _____

Overtime Hours \$42.50 per hour X _____ (hours)= \$ _____

Food Service \$25.50 per hour X _____ (hours)= \$ _____
 (If kitchen is requested)

Total Fee Due \$ _____

All requests are subject to School Board policy for Community Use of Facilities and must be approved by the building administrator and M&O Director. Any individual organization, or entity using school facilities under this policy agrees to hold the District, the Board, the Superintendent and agents, officers and employees of the District harmless from any claims for loss, damage, liability, injury or death arising from the use of the facilities, including, but not limited to, claims contesting the use of that facility by that individual, organization or entity. Any individual, organization, or entity using school facilities under this policy agrees to defend and indemnify the District from any such claims for loss, damage, liability, injury or death arising from the use of the facilities including, but not limited to, claims contesting the use of that facility by that individual, organization or entity. All advertising used to promote the applicant's use of the school facilities shall be subject to review and approval by the District's Curriculum Office personnel. This includes posters, banners and other media. Such advertising must comply with all applicable federal, state and local law and District policies. This District also reserves the right to require prepayment, a surety bond and/or deposit for rental and costs. A complete copy of the School Board policy for Community Use of Facilities is available upon request.

Albany County School District One

Request for Waiver from Liability Insurance Requirement

Facility _____ Date of Request _____

Organization _____

Contact Person _____ Phone _____

Mailing Address _____ City _____ Zip _____

Reasons for Request _____

Describe your organization's circumstances i.e. non-profit for youth activities, all volunteers, funds only go to youth activity costs, difficulty in obtaining insurance due to not being formed legally etc., detailed information is required for the Business Manager to consider the request. Primary consideration is given to youth oriented organizations and activities.

Business Manager Approval _____ Date _____