

Parkrose School District 3

Code: KGAC-AR-6
 Adopted: 3/8/93
 Re-Adopted: 10/23/95
 Re-Adopted: April/2003

MIDDLE AND ELEMENTARY SCHOOLS APPLICATION AND AGREEMENT FOR USE OF DISTRICT FACILITIES

Date: _____ Requesting the use of: Middle School _____
 (Today's) Sacramento Elementary _____
FIELDS ONLY: Knott Elementary _____ Russell Elementary _____
 Thompson Elementary _____ Shaver Elementary _____
 Sumner Elementary _____ Prescott Elementary _____

Time Period: One time only Weekly Monthly Hours ___ m. to ___ m.

_____ (Day of Week) _____ (Day or Dates)

Facilities Requested

- Cafetorium
- Gymnasium
- Stage
- Classroom
- Baseball Field
- Soccer Field
- Parking Lot

Equipment Request

- Microphone
- Lectern
- Projector
- Piano
- Tables
- Chairs
- Coat Racks

Describe Use Fully: _____

Expected Attendance: Adults: _____

Children: _____

Open to Public: Yes No

Will admission be charged: Yes No

If yes, what will net proceeds be used for _____

_____ Adult Supervisor

Kitchen facilities are only available after 2:30 p.m. on school days. Hours: ___ M. ___ M.

Type of service needed: _____

Items of Kitchen Service Requested:

- Compartment Plates Coffee Percolators
- Compartment Trays Coffee Servers
- Salad Plates (few) Creamers
- Dessert Plates (200) Sugars
- Cups Salt Shakers
- Knives Pepper Shakers
- Forks
- Teaspoons

We agree to be responsible for the conduct of the audience in and about the building and for any damages beyond ordinary wear and tear which occurs to this District property in regards to our use and occupancy thereof. We agree that District property will be used in accordance with the rules and regulations of the Board of Education. (See Policy KGAA)

 (Organization or Individual)

 (Organization Representative)

Kitchen Use Request (Cont.)

Kitchen help needed: _____

Additional Cleaning Deposit May Be Required

APPROVED FOR USE:

 (Building Principal)

 (Superintendent)

Fees

	Fee	Hours	Total
Facility:	x	=	
Staff	x	=	
Total Charge:			

Position of Responsibility: _____

Address: _____
Zip

Phone: _____

Individuals or organizations required to pay for the use of district facilities under Board Policy KGAB - Free Use of District Buildings and KGAC – Rental of District Facilities, must complete the hold harmless statement which follows this page and may be required to verify insurance coverage before final authorization is granted.

Fees are due prior to event: Make checks payable to Parkrose School District.

Fee Paid: _____
Date
Check #

Received by: _____

HOLD HARMLESS AGREEMENT

_____ agrees to indemnify and hold harmless the district, its agents, employees or any other person against loss or expense, including attorney's fees by the reason of bodily injury, property damage or personal injury arising out of the sole negligence of myself, my employees or my organization. This agreement applies to my use or my organization's use of district facilities or any other obligation which I have arising out of the district's premises or operations.

It is further understood that I shall, at the option of the district, defend with appropriate legal counsel and shall further bear all costs and expenses including expenses of counsel in defense of any suit arising hereunder.

Signed

Date

INSURANCE AGREEMENTS

I. Procedure Requirements

- A. Organizations that contract with the district shall maintain insurance for liability and workers' compensation exposures as listed below.
- B. The organization shall furnish the district with a certificate of insurance prior to use.
- C. The district has the right to accept or reject any insurance company.
- D. The district shall be named additional insured on all liability policies.
- E. The notice of cancellation requirement is a 60-day minimum.

II. Coverage Requirements

A. Workers' Compensation

- 1. State Statutory
- 2. Employer's liability
Per accident \$500,000

SCHEDULE OF CHARGES FOR USE OF BUILDINGS AND FACILITIES - KGAC-AR-6
(cont'd.)

Disease, policy limit	\$500,000
Disease, each employee	\$500,000
B. Commercial general liability including premises and operations, products and completed operations, personal injury:	
1. Bodily injury/property damage	\$1,000,000 per occurrence
Combined single limit	\$1,000,000 Gen. aggregate
2. Personal injury	\$1,000,000 per occurrence