

# Gibraltar School District Use of School Facilities Application

Please type or Print

Date \_\_\_\_\_

Organization Name: \_\_\_\_\_

\_\_\_\_\_ address \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip

Contact Person: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Building Requested: \_\_\_\_\_

Rooms/Areas Requested: \_\_\_\_\_

Dates Needed: \_\_\_\_\_ Time \_\_\_\_\_ Purpose: \_\_\_\_\_

Month/day/year from (am or pm) to (am or pm)

Dates Needed: \_\_\_\_\_ Time \_\_\_\_\_ Purpose: \_\_\_\_\_

Month/day/year from (am or pm) to (am or pm)

Dates Needed: \_\_\_\_\_ Time \_\_\_\_\_ Purpose: \_\_\_\_\_

Month/day/year from (am or pm) to (am or pm)

Special Requests: fees may be assessed- (additional custodians, PA system, equipment, auxiliary services, etc.)

\_\_\_\_\_ need \_\_\_\_\_ person to be contacted \_\_\_\_\_ need \_\_\_\_\_ person to be contacted

\_\_\_\_\_ need \_\_\_\_\_ person to be contacted \_\_\_\_\_ need \_\_\_\_\_ person to be contacted

\_\_\_\_\_ need \_\_\_\_\_ person to be contacted \_\_\_\_\_ need \_\_\_\_\_ person to be contacted

Additional Comments: \_\_\_\_\_

District Employee On-Site: \_\_\_\_\_

Will Admissions fees be charged for event? \_\_\_\_\_ yes \_\_\_\_\_ no

Approximate Cost: \$ \_\_\_\_\_ This is only an estimate of costs. The Business Office will assess and bill all costs.

Category per board policy \_\_\_\_\_

The Board reserves first claim to the use of its own property. Cancellations may be ordered by the school authorities, with or without due notice. The activity is cancelled on "Act of God" days. All permits are granted with this understanding. Holders of permits may cancel them by giving the building office notice at least 24 hours in advance of the date to be cancelled. For Saturday and Sunday permits, 48 hours notice is required. Otherwise permit holders will be held responsible for all charges. The district reserves the right to limit the number of requests.

The applicant will guarantee orderly behavior; and will underwrite any damage due to their use of the premises; and that their program is of a nature suitable for presentation in a public school; that the activity is non-commercial, unless contracted otherwise by the Business Department; lawful; and in conformity with regulations of the Board of Education. The applicant further agrees to save and hold harmless the said public schools and agree to assume responsibility for all liabilities arising incidental to the occupancy of said building and grounds use, it being understood and agreed the public school assume no obligation respecting the use of such premises.

The applicant has received a copy of Board Policy #7510 and guidelines #7510B, Community Use of School Facilities. The applicant has read the policy and accepts all terms, fees and conditions set forth in this policy. I AGREE THAT I (WE) WILL NOT MODIFY THE FACILITY/GROUNDS WITHOUT PRIOR WRITTEN APPROVAL BY GIBRALTAR SCHOOL DISTRICT.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Building Administrator's tentative Approval \_\_\_\_\_ Date \_\_\_\_\_

Board Office Approval \_\_\_\_\_ Date \_\_\_\_\_

Revised 10/21/10

Routing:

Principal

Orig.

Head Cust.

Principal

Super.

Orig.

Bldg.

Accts. Rec.

Head Cust.

Technician

Security

Maint. Dir.

**APPLICATION IS NOT VALID WITHOUT AN APPROVAL SIGNATURE FROM  
THE BOARD OFFICE**