

RANGELEY LAKES REGIONAL SCHOOL FACILITY USE AGREEMENT

NEPN/NSBA Code: KF-E

1. Facility Use Request

1.1 Organization Requesting: _____

1.2 Space Requested: _____

1.3 Date(s) Requested: _____

1.4 Time Requested: _____

2. Type of Event

2.1 Please provide a brief description of the event: _____

2.2 Is the event open to the public: ___ YES. ___ NO

2.3 Will an entry fee be charged: ___ YES ___ NO

2.4 Is the event scheduled for a weekend: ___ YES ___ NO

If yes, arrangement must be made with the Principal and Head of Maintenance for opening and closing of the building and for cleanup. Custodial time may be needed and if so, such costs will be the responsibility of the event sponsors with custodial time being paid at the overtime rate.

3. Contact Person

3.1 Name: _____

3.2 Address: _____

3.3 Telephone: _____ HOME

_____ CELL

_____ BUSINESS

3.4 Email: _____

4. On-site Contact Person (if not person listed in #3 above) (This person will be the individual who will be on-site for the actual event and all rehearsals).

4.1 Name: _____

4.2 Address: _____

4.3 Telephone: _____ HOME

_____ CELL

_____ BUSINESS

Insurance * (Please refer to Regional School Unit 78 Policy KF: Section 3 Insurance)

5. Policy Holder: _____

5.1 Insurance Carrier: _____

Liability Limits: _____

Bodily Injury: _____

* Proof of insurance is a requirement

HOLD HARMLESS AGREEMENT

On behalf of the organization herein named, I agree:

To waive any claims including attorney’s fees that the organization may have against Regional School Unit 78, Rangeley Lakes Regional School, the Regional School Unit 78 School Board and any and all of its agents.

To indemnify Regional School Unit 78, Rangeley Lakes Regional School, the Regional School Unit 78 School Board, any and all its agents, against any loss, damage or expense of any kind which may be sustained or occur due to the organization use of the building and/or grounds.

To hold harmless Regional School Unit 78, Rangeley Lakes Regional School, the Regional School Unit 78 School Board, any and all of its agents, for loss or injury of any kind.

That I have read Regional School Unit 78 Policy KF and agree to all rules and regulations contained therein.

CONTACT PERSON:

(PRINT NAME) _____
DATE

(SIGNATURE)

SCHOOL USE ONLY	
Fee: _____	Food Service or Custodial Costs (estimated) _____
Application _____ Recommended	_____ Not Recommended (if not recommended list the reason(s) on back of form)
_____ Head of Maintenance	_____ Date
Application _____ Approved	_____ Denied
_____ Principal	_____ Date