

## **APPLICATION USE OF FACILITIES**

To All Groups Requesting Facility Use,

As the Administrators of the Epsom Central School we coordinate the facility use throughout the year. The entire staff at ECS supports all clubs and activities that use the building for their meetings. We hope our facility will continue to be a clean and safe building for those purposes.

Please remember that all requests be submitted in writing using the application form, the Hold Harmless Agreement, and a Certificate of Insurance naming the Epsom School Board as additionally insured. These should be submitted no later than four weeks in advance, whenever possible. As a reminder, as listed in the School Board Policy KFB (KFC), limits of liability must be specified in the amount of not less than \$1,000,000. A certificate of insurance should be current for the school year.

Remember to carefully review the location options when choosing the areas of the building that may be needed for your activity. Remind your participants about the reserved locations and restrooms to help both multiple groups using the building and the custodians when cleaning takes place.

These steps will help ensure that all groups will be provided a facility that benefits their needs as well as keeps a safe and clean school for the Epsom students. If your group(s) will be meeting at the Epsom Central School on a regular basis, please call us at 736-9331 to set up a meeting time to discuss your building request.

Sincerely,

Patrick Connors, Principal

Jonathan Herod, Assistant Principal

# APPLICATION USE OF FACILITIES

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

Address: \_\_\_\_\_

Sponsor / Contact Name: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Hours: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Classroom(s):</b> _____	<b>Multipurpose Room</b>	<b>Kitchen</b>	<b>Library</b>	<b>Gymnasium</b>	<b>Athletic Field</b>	<b>Other:</b> _____

Description of Activity: \_\_\_\_\_

Admission Charge?  Yes  No      Disposition of Profits: \_\_\_\_\_

Number Expected to Participate: \_\_\_\_\_ General Public Invited?  Yes  No      If Not, Who? \_\_\_\_\_

Requirements:  Chairs: #: \_\_\_\_\_  Piano (*Piano only to be moved upon written permission*)

Decorations (*describe plan and materials*): \_\_\_\_\_

Set-up Arrangements (*describe*): \_\_\_\_\_

Police and Fire Departments Notified?  Yes  No

*(Users other than schools, users make own arrangements for police and fire coverage and ~~payment~~)*

*I/we hereby agree to abide by all rules and regulations regarding use of facility, which I/we have read and understand, agree to pay the fees stipulated, and agree to reimburse the school for any damage done. I/we further understand that failure to do so may result in denial of future use by my organization.*

Certificate of Insurance Enclosed:  Yes  No      Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Received: \_\_\_\_\_ Date: \_\_\_\_\_

*Principal, Epsom Central School*

Note: A person must be designated to announce the emergency procedueres and locations of emergency exits along with the locations of AED's before each event.

The name of the designated person is \_\_\_\_\_

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**~~HOLD HARMLESS AGREEMENT~~**

*It is agreed that in consideration for allowing the rental of school facilities and in full recognition of the school board's fiduciary responsibility to protect school property and assets, the Lessee hereby covenants and agrees at all times to indemnify and hold harmless the school district, its school board officers and employees, to the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to, reasonable attorneys fees and legal costs, arising out of the use of these rental premises and all school facilities, by the Lessee, its officers, employees, agents, representatives, contractors, guests and invitees.*

\_\_\_\_\_  
Signature of Official Representative

\_\_\_\_\_  
Name (printed or typed)

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date