

**Dover Area School District Application & Agreement for Use of School Facilities**

Event Title: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Location Requested: \_\_\_\_\_

Area(s) Requested: \_\_\_\_\_

Date(s): \_\_\_\_\_ Start \_\_\_\_\_ AM/PM (circle one) End \_\_\_\_\_ AM/PM (circle one)

Is a rehearsal needed? YES NO (circle one) Note: An additional fee is charged for rehearsals.

If yes: Date(s): \_\_\_\_\_ Start \_\_\_\_\_ AM/PM (circle one) End \_\_\_\_\_ AM/PM (circle one)

Will admission be charged or donations accepted? YES NO (circle one)

If yes, indicate what the proceeds will be used for: \_\_\_\_\_

Will participants be charged a fee? YES NO (circle one)

If yes, indicate what organization the proceeds will be used for: \_\_\_\_\_

Participants in Activity: \_\_\_\_\_

Number Attending \_\_\_\_\_ Adults \_\_\_\_\_ Children \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

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

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

Contact name: 1. \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Day Time Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_

Cellular Phone # \_\_\_\_\_

Contact name: 2. \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Day Time Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_

Cellular Phone # \_\_\_\_\_

Are you a Nonprofit Organization? YES NO (circle one)

Sales Tax Exemption No. \_\_\_\_\_

Failure to comply with any policy or timeline regulations or any Dover Area School District regulations or procedures, failure to complete the application and paperwork, and/or failure to provide the signed contract will result in the forfeiture of the agreement to utilize the facility or property.

A certificate of liability insurance in the amount of \$1,000,000 is required from groups using the facilities. Your request for rental will not be processed unless your insurance certificate is attached or on file in the district administration office.

Certificate of Insurance Status: ( ) Attached ( ) On file in district administration office

Company: \_\_\_\_\_ Policy No.: \_\_\_\_\_

Coverage: \_\_\_\_\_ Coverage dates: \_\_\_\_\_

Please Read and Sign the Following: I/We understand that if this application is granted, the use of the facilities by this organization will be subject to the following terms and conditions:

1. The organization agrees to promptly notify the district of any change to district property caused by the use of the premises. Repairs will be made at the expense of the organization.
2. The organization agrees to promptly report any damage to property of others caused by its use of the facilities, both to the district and to the owner of the damaged property. Repairs will be made at the expense of the organization.
3. The organization shall, and hereby agrees to, indemnify and hold harmless the district, at all times from and after the approval of the use by the Board, from any and all claims, actions, losses, costs, expenses, liabilities (joint or several), penalties and damages, including counsel fees incurred in investigating or in attempting to avoid the same or oppose the imposition thereof, resulting from the organization's use of the district's premises, whether related to personal injuries, property damage or other types of losses.

4. All organizations not directly affiliated with the Dover Area School District must supply or provide copies of intended literature or advertisement to the school district that will be distributed to the public. These advertisements must contain or include a waiver of liability and assumption of risk that the use of the facility or property does not imply any endorsement or support of said activity and releases the Dover Area School District and/or all personnel/volunteers and the school board from the event or activity. The advertisements must be submitted to the District Superintendent's Office 15 days prior to the advertisement of the event.

5. All payment shall be made to the Business Office for use of the facilities, utilities, or custodial costs as directed by the school administration.

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

This application completed in full, with required attachment (when applicable) and signatures hereon, must be in the district administration office no later than forty-five (45) days prior to the event in order to secure the approval of the Board of Directors.

Estimated Cost – To be completed by district Total Estimated Cost: \_\_\_\_\_

Facility Rental \_\_\_\_\_ Equipment Rental \_\_\_\_\_

Custodial Cost \_\_\_\_\_ Security Cost \_\_\_\_\_

Food Service Cost \_\_\_\_\_

Please note: All costs are estimated. An invoice will be issued based on the actual hours required for personnel.