

Klamath County School District - Facility Use Agreement

Name of School / Facility _____

We are requesting to use the: GYM CAFETERIA LIBRARY CLASSROOM
SPORT FIELD: List _____ OTHER: List _____

List any equipment being requested for the event – a fee might be assessed for any equipment used (tables,/chairs, microphone, speakers, score clocks, etc...) _____

Name of Organization submitting request: _____

Start Date of Event: _____ Ending Date of Event _____ Time of Event _____ TO _____

Check ALL days you will use facility: MO TU WE TH FR SA SU

Name or Type of Event: _____

Who will be involved in the event: Members of organization ONLY Open to the public
Open to children aged: _____ To _____ Others: List _____

Are you selling food at the event: NO YES-Please provide a food handlers/Event Food License

Signature of Person Responsible for Facility Use _____ Date _____
PRINT NAME of Person Responsible for Use _____ Phone # _____
PRINT ADDRESS of Person Responsible for Use _____

We/I understand that we/I will be responsible for the facility and equipment contained within. We/I have authority to sign this agreement on behalf of the organization listed hereon and to bind said organization to the terms set forth within. Furthermore, we/I will insure that the following rules are followed by my organization:

1. Adequate and appropriate supervision will be provided by us/me and maintained.
2. Only members of the above organization or group can use this facility.
3. Alcoholic beverages and any form of illicit drugs or narcotics are prohibited. Tobacco use in any form is prohibited.
5. Only footwear approved for the facility being used can be worn. Only school equipment listed on this form can be used.
7. The facility must be cleaned up by us/me before leaving (replace desks, chairs, tables, bleachers, etc.)
8. ***We/I will provide our/my own insurance for persons involved with facility use, we/I understand no insurance is provided by the district. We/I will provide a certificate of insurance before we/I are permitted to use the facility.***
9. We/I agree to be bound by the terms set forth on page 2 (Back of this sheet).

If Klamath County School District personnel or equipment is being used/requested and/or is required for this event, a FEE may be assessed based on the guidelines of KCSD [Policy KG](#) and [KG-AR](#). The need for KCSD staff for this event is at the discretion of KCSD.

I have read page 2 of the Facility Use Agreement (the back of this sheet) and understand my obligations and responsibilities for this requested use. I also verify that I am a certified signee for this organization and have the authority to accept responsibility for this facility use. SIGNATURE: _____ DATE: _____

***** This Section Completed by KCSD and/or School *****

The following items will be required for this event:
 Custodian Staff to OPEN/CLOSE facility Kitchen Staff Other: List _____
Based on the Class of Use and the requested items/staff for use, the fee will be: \$ _____
Facility Administration Approves this event: YES NO Signature: _____ Date: _____
Safety Office Signature and APPROVAL: _____ Date: _____