

**Application for Use of School Facility**

**BUILDING REQUESTED** \_\_\_\_\_

**AREA OF BUILDING** \_\_\_\_\_

**OPENING TIME** \_\_\_\_\_

**CLOSING TIME** \_\_\_\_\_

**SERVICES REQUESTED (2 HR. MIN. START TIME ONE HOUR BEFORE EVENT)**

**CUSTODIAL**

**STAGE LIGHT OPERATOR**

**OTHER**

\_\_\_\_\_

<b>HOURS</b> _____
<b>HOURS</b> _____
<b>HOURS</b> _____

Office Use Only
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**DATE OF USE** \_\_\_\_\_

**ORGANIZATION** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**FAX NUMBER** \_\_\_\_\_

**LIABILITY INSURANCE**  YES  NO

Every individual or organization requesting use of any Daviess County school building shall obtain a Certificate of Liability Insurance in the amount of \$1,000,000 naming the Daviess County Board of Education as additional insured under the policy for the activity. Proof of insurance shall be presented along with the Application for Use of the School Facility.

**HEALTH DEPARTMENT CERTIFICATE (IF FOOD IS SERVED)**  YES  NO

**TAX EXEMPT #** \_\_\_\_\_

**OFFICE USE ONLY**

**BUILDING REQUESTED AVAILABLE**  YES  NO

**SERVICES REQUESTED SCHEDULED**  YES  NO

**PRINCIPAL'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Please submit completed forms to Maintenance Department.

Approval of this request does not signify District sponsorship, endorsement or approval of the organization using the facility or the activity.