

**PALOUSE SCHOOL DISTRICT #301
REQUEST FOR USE OF SCHOOL FACILITIES**

The undersigned agrees to the following conditions:

1. Any group or individual using the facilities accepts responsibility for any damage done to district property and shall reimburse the District for any such damage.
2. When no service charge is made, the group or individual agrees to clean the facilities and restore the equipment/furniture to its original arrangement.
3. Only the facilities listed in this application will be used by the applicant's group.
4. Use of tobacco, drugs, and/or alcohol are prohibited on school property by state law. Groups or individuals using school facilities accept responsibility for enforcement of this rule.
5. Groups or individuals using school facilities agree to protect and to indemnify for costs, legal, and other expenses the District, its officers, directors, and agents from all claims, liabilities or suits related to or arising from acts or omissions of such groups or individuals in connection with the use of any such school facilities.
6. The requested time must coincide with the custodian's work schedule.

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Beginning/ending date: _____

Time: _____ Room Desired: _____
(most kitchen requests require the presence of kitchen staff)

Type of Activity: _____

Is there a charge for attending? _____ If yes, how much per person? _____

Special needs: VCR, TV, White board or _____

Brian/Custodians:set-up/clean-up _____

Signature: _____ Phone: _____

Principal's Signature

Calendar Clearance

CALENDAR: [] facility
 [] Web Calendar

COPY TO: Custodial Staff _____
 Staff of the Assigned Room _____
 Office Staff _____
 Gym Closure Form _____
 Person Making Request _____

* Conflict? Please notify Debbie
W:facilities form