

NORTHWOOD SCHOOL  
REQUEST FOR USE OF FACILITIES

\_\_\_\_\_

Date request submitted

\_\_\_\_\_

Facility / Space requested

\_\_\_\_\_

Date(s) to be utilized

\_\_\_\_\_

Time to be utilized

\_\_\_\_\_

Time / duration of event

\_\_\_\_\_

Type of activity taking place

\_\_\_\_\_

Sponsoring organization

\_\_\_\_\_

Name of applicant who is responsible for supervising and paying fees and charges

\_\_\_\_\_

Address of applicant

\_\_\_\_\_

Phone number

The undersigned as an authorized agent for the organization requesting use of the Northwood School District facilities does hereby agree to comply with the School Board Policy #KF regarding the use of facilities.

(I) (We) \_\_\_\_\_ do hereby further covenant and agree that (I) (We) will indemnify and hold the Northwood School District and the elected and appointed officials there of harmless from any and all loss, costs, damages, or other expenses they may incur by reason of any claim being made against them to recover damages, or compensation, arising out of any act of occurrence resulting in personal injury to any person or accidental damage or destruction of property occurring while using the Northwood School Building and/or grounds facilities.

(I) (We) certify that I have read and agree to comply with the applicant responsibilities and restrictions as stated above and agree to accept full responsibility for any and all damage and or fees.

I am aware that if cancellation of use of the facility is necessary, every attempt will be made to provide one week's notice.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**CHECKLIST FOR LEAVING AFTER ACTIVITY**

- \_\_\_\_\_ All lights turned off
- \_\_\_\_\_ Area used cleaned and trash in proper receptacles
- \_\_\_\_\_ All equipment returned to its proper location and secured

Use of facility is hereby approved for use by:

\_\_\_\_\_

Organization

On (Date) \_\_\_\_\_ at (Time) \_\_\_\_\_

\_\_\_\_\_

Approved signature

\_\_\_\_\_

Date