#### ST. TAMMANY PARISH SCHOOL BOARD

# APPLICATION FOR USE OF SCHOOL SYSTEM FACILITIES

#### APPLICATION FOR USE SHOULD BE MADE AT LEAST TWO (2) WEEKS BEFORE DATE OF EVENT.

The undersigned hereby makes application for the use of the following School System facility, area and equipment (tables and chairs only). Site administrators reserve the right to limit advanced bookings to no more than six (6) months prior to the event

	#1	#2
oplicant Contact Designee		
pheant contact Designee		
ailing Address nclude postal code)		
nciude postai code)		
elephone # Home	( )	( )
Business	( )	( )
AME OF FACILITY REQUE	STED:	
URPOSE OF EVENT:		
ESCRIPTION OF ACTIVITY	<b>/:</b>	
ATE(S) REQUESTED (Day/M	Ionth/Year):	
EGINNING TIME OF USE:_	ENDING	TIME OF USE:
		Classrooms
ROOM(S) REQUESTED: ( )	GymCafeteria	Classrooms
ROOM(S) REQUESTED: ( )	GymCafeteria ) PlaygroundSoccer/Foot	
ROOM(S) REQUESTED: ( )	GymCafeteria  ) PlaygroundSoccer/Foot Tennis CourtsParking	Classroomstball FieldBaseball Diamond
ROOM(S) REQUESTED: ( ) CACILITIES REQUESTED: ( ANTICIPATED ATTENDANC	GymCafeteria  ) PlaygroundSoccer/Food Tennis CourtsParking  E:ADMISSION F	Classrooms tball FieldBaseball Diamond g LotOther
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ACILITIES REQUESTED: (  ACILITIES REQUESTED: (  INTICIPATED ATTENDANC  IABILITY INSURANCE:  LIMITS OF INSU	GymCafeteria  ) PlaygroundSoccer/Food Tennis CourtsParking  E:ADMISSION F  YESNO	Classrooms  tball Field Baseball Diamond g Lot Other  TEE: (Specify) (Certificate of Insurance Provided)  Property Damage \$1,000,000
OOM(S) REQUESTED: ( ACILITIES REQUESTED: ( NTICIPATED ATTENDANC IABILITY INSURANCE: LIMITS OF INSU QUIPMENT:	GymCafeteria  ) PlaygroundSoccer/Foot Tennis CourtsParking  E:ADMISSION F  YESNO  [RANCE: Liability \$1,000,000  # of Tables	Classrooms  tball Field Baseball Diamond G Lot Other  TEE: (Specify)  (Certificate of Insurance Provided)  Property Damage \$1,000,000
OOM(S) REQUESTED: ( ) ACILITIES REQUESTED: ( NTICIPATED ATTENDANC IABILITY INSURANCE: LIMITS OF INSU QUIPMENT: SE OF SCHOOL EQUIPMEN 1. With the exception of ta	Playground Soccer/Food Tennis Courts Parking  E: ADMISSION F  YES NO  (RANCE: Liability \$1,000,000 # of Tables  NT  ubles and chairs, the use of school equ	Classrooms  tball Field Baseball Diamond G Lot Other  TEE: (Specify)  (Certificate of Insurance Provided)  Property Damage \$1,000,000
ROOM(S) REQUESTED: ( ) CACILITIES REQUESTED: ( ANTICIPATED ATTENDANCE LIMITS OF INSU EQUIPMENT:  USE OF SCHOOL EQUIPMENT 1. With the exception of ta the school/site administr	Playground Soccer/Food Tennis Courts Parking  E: ADMISSION F  YES NO  (RANCE: Liability \$1,000,000 # of Tables  NT  ables and chairs, the use of school equator.	Classrooms  tball Field Baseball Diamond G Lot Other  CEE: (Specify)  (Certificate of Insurance Provided)  Property Damage \$1,000,000  # of Chairs  ipment for an Applicant is at the discretion of
OOM(S) REQUESTED: ( ) ACILITIES REQUESTED: ( NTICIPATED ATTENDANC IABILITY INSURANCE: LIMITS OF INSU QUIPMENT: SE OF SCHOOL EQUIPMEN 1. With the exception of ta the school/site administ 2. Only tables and chairs t	Playground Soccer/Food Tennis Courts Parking  E: ADMISSION F  YES NO  (RANCE: Liability \$1,000,000 # of Tables  NT  ables and chairs, the use of school equivator. hat are currently housed in the requestions.)	Classrooms  tball Field Baseball Diamond G Lot Other  CEE: (Specify)  (Certificate of Insurance Provided)  Property Damage \$1,000,000  # of Chairs
ACILITIES REQUESTED: (	Playground Soccer/Food Tennis Courts Parking  E: ADMISSION F  YES NO  (RANCE: Liability \$1,000,000 # of Tables  NT  Sobles and chairs, the use of school equivator. hat are currently housed in the requestly in use by the school/site,	Classrooms  tball Field Baseball Diamond G Lot Other  CEE: (Specify)  (Certificate of Insurance Provided)  Property Damage \$1,000,000  # of Chairs  ipment for an Applicant is at the discretion of
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ACILITIES REQUESTED: (	Playground Soccer/Food Tennis Courts Parking  E:ADMISSION F  YESNO  TRANCE: Liability \$1,000,000 # of Tables  WT ables and chairs, the use of school equivator. hat are currently housed in the requestly in use by the school/site, hinistrator has received sufficient notification is aware of the use of the tables and is the responsibility of the Applic	Classrooms  tball FieldBaseball Diamond g LotOther  TEE: (Specify)  (Certificate of Insurance Provided)  Property Damage \$1,000,000  # of Chairs  ipment for an Applicant is at the discretion of ted school/site may be used provided if: fication of the intended use of the tables and sand chairs and the number required. ant, under the supervision of a School System
ACILITIES REQUESTED: ( ACILITIES REQUESTED: ( INTICIPATED ATTENDANC IABILITY INSURANCE:  LIMITS OF INSU QUIPMENT:  SE OF SCHOOL EQUIPMEN  1. With the exception of ta the school/site administ 2. Only tables and chairs t a. they are not alread; b. the school/site adm chairs, and c. the school/site cust 3. The setup of the equipm	Playground Soccer/Food Tennis Courts Parking  E: ADMISSION F  YES NO  (RANCE: Liability \$1,000,000 # of Tables  NT  (ables and chairs, the use of school equivator. hat are currently housed in the requestly in use by the school/site, hinistrator has received sufficient notification is aware of the use of the tables	Classrooms  tball FieldBaseball Diamond g LotOther  TEE: (Specify)  (Certificate of Insurance Provided)  Property Damage \$1,000,000  # of Chairs  ipment for an Applicant is at the discretion of ted school/site may be used provided if: fication of the intended use of the tables and sand chairs and the number required. ant, under the supervision of a School System

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It is understood and agreed that no alterations to the electrical system or ancillary components or any part of the facilities will be made and the Applicant will assume any liability and responsibility for damages to the property. The organization/group assumes responsibility for all service charges involved with this application, acknowledges the conditions set out herein and agrees to reimburse the St. Tammany Parish School Board for any damages to facilities or equipment during the time of rental. The Applicant agrees and shall hold harmless, defend and indemnify the St. Tammany Parish School Board, its agents, servants and employees from any and all liability and damages of every kind and sort, including but not limited to, attorneys fees and court costs, which may occur in connection with the use of facilities as a result of any action or inaction of the Applicant or any of its agents, servants, employees or invitees. The principal or site administrator of the participating facility shall have the final recommending authority on any rental agreement, subject to veto by the Superintendent. In the event that the St. Tammany Parish School Board permits an extension of time for use of the facility, an additional charge may be assessed.

Name of Applicant	Signature of Authorized Person	Office or Position			
THIS SECTION TO BE COMPLETED BY PRINCIPAL/ADMINISTRATOR OF FACILITY					
ADMINISTRATOR APPROVAL:	YES NO	<b>DATE:</b>			
ADMINISTRATOR'S SIGNATURE:_	TOTAL RENTAL FEE:				
DATE TOTAL RENTAL FEE PAID:PERSONNEL ASSIGNED:					
DIRECT CHARGES:  \$Rental Fee	OTHER CHARGES: \$De	eposit (if required)			
\$Personnel Charges	\$S	ecurity Charges			
\$Other (Specify)					
Personnel's Instructions:					

## CANCELLATION NOTICE

CANCELLATION OF AN ACTIVITY SHOULD BE MADE AT LEAST <u>THREE (3) SCHOOL/SITE</u>
<u>OPERATIONAL DAYS</u> PRIOR TO THE DATE OF AN EVENT BY CALLING THE OFFICE OF THE
PRINCIPAL OR ADMINISTRATOR WHERE THE APPROVAL WAS GIVEN.

Return 3 copies of the signed form to the appropriate facility principal/administrator accompanied by check of agreed amount payable to the school/site, at least five (5) school/site operational days prior to the date of rental. To avoid any misunderstanding as to the condition of the facility before and after use, inspection of said facilities by principal/administrator and renter is recommended.

Original: Site Principal/Administrator Copy: A p p l i c a n t Copy: Superintendent

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### INSURANCE AND HOLD HARMLESS AGREEMENT

**PUBLIC LIABILITY INSURANCE:** Applicant covenants and agrees that Applicant will, at Applicant's expense, carry with a responsible insurance company approved by the St. Tammany Parish School Board throughout the term of this lease or use, insurance that will protect and save and keep the St. Tammany Parish School Board forever harmless and indemnified against, and from any penalties or damages or charges imposed for any violation of any laws or ordinances, whether occasioned by the neglect of Applicant or those holding under Applicant, and that Applicant will at all times protect, indemnify and save, and keep harmless the St. Tammany Parish School Board against and from any and all losses, costs, damages or expenses arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or property whomsoever or whatsoever and will protect, defend, indemnify and save, and keep harmless the St. Tammany Parish School Board against and from any and all losses, costs, damages or expenses arising out of any failure of Applicant in any respect to comply with and perform all the requirements and provisions hereof. Such insurance policy or policies shall have a minimum of \$1,000,000 combined single limit. A copy of said insurance shall be delivered to the St. Tammany Parish School Board and said insurance shall contain a provision to the effect that the insurance coverage of said policies cannot be cancelled without giving at least 30 days prior written notice to the St. Tammany Parish School Board. St. Tammany Parish School Board, as used herein, shall include but not be limited to the St. Tammany Public School District, the St. Tammany Parish School Board, members of the St. Tammany Parish School Board, its agents, servants and employees. Unless the provisions of this paragraph are fully complied with, the term of the lease or use shall cease immediately, as the case may be.

Date	Signature of App Authorized Repr	
	Name of Applica Group	ant Organization

Original: Site Principal/Administrator Copy: A p p l i c a n t Copy: Superintendent

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