



MONTGOMERY COUNTY R-II SCHOOL DISTRICT

FACILITY USE FORM

TERMS OF AGREEMENT

NAME OF INDIVIDUAL RESPONSIBLE (PRINT): _____

CONTACT NUMBER: _____ **TYPE OF ACTIVITY:** _____

CONTINUOUS ACTIVITY: (CIRCLE ONE) YES or NO

****IF YES on continuous activity badge may be required** IF BADGE REQUIRED FACILITY # _____

****IF YES on continuous activities, must be scheduled through Facilities Director (INITIAL FOR UNDERSTANDING)** _____

****IF NO on continuous activity, event date/location must be approved through Facilities Director (INITIAL FOR UNDERSTANDING)** _____

FACILITY REQUESTED: (CIRCLE AREAS REQUESTED AND ENTER SCHOOL REQUESTED)

GYM _____ --CAFE _____ --COMMONS _____ --KITCHEN _____ --CLASSROOM _____ --OUTDOOR _____ --OTHER

IF OTHER BRIEFLY EXPLAIN: _____

SPECIALIZED ITEMS IF NEEDED: (CIRCLE ITEMS REQUESTED)

INTERNET--PROJECTORS--SEATING--TABLES--SOUND SYSTEMS--KITCHEN--CUSTODIANS--NONE--OTHER

IF OTHER BRIEFLY EXPLAIN _____

****SPECIALIZED ITEMS MUST BE DISCUSSED AND AGREED UPON WITH FACILITIES DIRECTOR AT LEAST 48hrs PRIOR TO EVENT**

(INITIAL FOR UNDERSTANDING) _____

The undersigned agree to indemnify, hold harmless and reimburse the district for any cost incurred from any and all claims arising against the district associated with this use of district facilities. (Initial for understanding) _____

The undersigned agree to reimburse the district for repairs or damages to the district property which occurred during the dates and times the facilities are in use under this agreement. This includes repairs/damages caused by non-designated participants in the activity under the direction of the responsible party. (Initial for understanding) _____

BADGE USE ONLY: The undersigned who agree to continuous activities provided a facilities entry badge by the district, understand that badge entry is only for those designated to the individual responsible for the activity and will not share, loan, or disperse district facility badges to any other parties not included in this agreement. (Initial for understanding) _____

BADGE USE ONLY: Any violation of district badge assignments may result in disciplinary action up to 365 days for facility usage and or complete termination of badge entry privileges. (Initial for understanding) _____

NON-PROFIT MONTGOMERY COUNTY RESIDENTS: Fees may be waived pending event description decided on by the Facilities Director.

ANY OR ALL NON-SCHOOL PROFIT EVENTS (PER USAGE): Will be required to pay a \$100 refundable deposit and a \$25 dollar facility usage fee, pending event description decided on by the Facilities Director.

ANY YOUTH ACTIVITIES with MORE than 50% of total Montgomery County students/residents (coaches and players) fees may be waived pending event description decided on by the Facilities Director.

RESPONSIBLE PARTY SIGNATURE OF UNDERSTANDING: _____ **DATE:** _____