CALHOUN COUNTY SCHOOL BOARD
REQUEST FOR USE OF FACILITIES

TO BE COMPLETED BY THE REQUESTING ORGANIZATION:

Organization: _____ Phone #: _____

Organization's Representative: _____ Phone #: _____

Facility Requested: _____

Date(s) Requested: _____Beginning Time: _____ Ending Time: _____

Describe the event to be held on School Board property:

_____

_____

Is this event non-profit? _____Yes _____No

The Calhoun County School Board may make its facilities available for specific, temporary, short term purposes, single day events to civic, non-profit, or religious, and other organizations . Facilities are only available at the discretion of the principal and when not being used by students and employees. Organizations must agree to the following conditions before their request can be considered.

The _____ agrees to:
(Name of Organization)

1. Hold the Calhoun County School Board harmless and indemnify it against all claims for liability, property damage, accidents or injury which may arise or occur by reason of use by the organization using school facilities.
2. Provide a certificate of insurance **naming the Calhoun County School Board as additional Insured** for the activity with a minimum amount of $1,000,000 general liability coverage and proof of general workers' compensation coverage or purchase special event coverage from the Panhandle Area Educational Consortium special event policy. Check or money order must be made to PAEC.
3. Pay all subsequent charges that result from damage or additional clean-up fee.

_____ _____
Signature of Representative Date

Principal's signature acknowledging the activity is approved and will not interfere with regular school activities.

_____ _____
Signature of Principal Date

SEE REVERSE SIDE FOR FEES CHARGED BY CALHOUN COUNTY SCHOOL BOARD FOR USE OF FACILITIES. PRINCIPAL MUST SIGN AND TURN FORM IN TO THE DISTRICT OFFICE.