

**Grand Coulee Dam School District 301J
Facility Use Request and Procedure Form**

I, _____, hereby request permission to use _____
(Print name) (Name of facility)
for _____ on _____.
(Purpose of event) (Date)

Fee: \$ _____ Organization _____ Phone _____
Address _____
Equipment to be used/Notes _____
Code Issued _____

General guidelines and procedures for facility use:

1. A facility usage request form must be completed before usage can start.
2. Proof of insurance must be established by your organization.
3. Payment is due before your organization begins use of the facility.
4. School activities take precedence over all other activities.
5. Promote safety and do not engage in activities that endanger individuals.
6. Sufficient and competent adult supervision is required at all times.
7. The facility and equipment should be left as found. Use of equipment must have prior approval. Any damage and/or additional janitorial service will be paid for by your organization.
8. Illegal drugs, alcoholic beverages and tobacco are strictly prohibited at all times.
9. Do not limit in any way as to an individual's race, religion, sex or specific organization.
10. If you are charging an entry fee make sure a special lease for fund raising events is established.

HOLD HARMLESS RELEASE

I, the undersigned individual, and/or organization hereby release and agree to hold harmless the Grand Coulee Dam School District 301J from any and all liability for injury, expense and/or damage to property as the result of the use of school facilities. I also guarantee that each participant in this organization will attach their name to this agreement and abide by the guidelines and the hold harmless release.

Borrower's Signature	Organization's Name	Date
Facility Use Coordinator	Date	

***Please attach a list with signatures from your organization's participants.**