



# STILLWATER PUBLIC SCHOOLS

## FACILITIES RENTAL APPLICATION/AGREEMENT

**Instructions:** The sponsor requesting the use of any Stillwater Public Schools facility should complete this application in full and well in advance of the event. A complete itinerary along with any other pertinent information should accompany this application. The School Facilities Guidelines Handbook provides the complete details to support Policy GK – Use of School Property.

### RENTAL AGREEMENT

APPLICATION DATE:	RENTING ORGANIZATION:	ORGANIZATIONAL REPRESENTATIVE:
		Name: Address: City, ST Zip: Phone No:
FACILITY REQUESTED:	Specific Room(s) or Area(s) Requested: (i.e., Black Box, gymnasium, cafeteria, etc)	DATE(S)/TIME FACILITY TO BE USED:
		Date: Time: (From) (To)
<b>EVENT: Please describe details or purpose of the event or meeting.</b>		

DATE/TIME:	ITINERARY: Provide overall itinerary including dates/times for event.
Date: Time:	
Date: Time:	
Date: Time:	
Date: Time:	
Date: Time:	

SUPERVISION: Provide a detailed list of school personnel, parents, or patrons who will serve as sponsors for this event.		
Name: Phone No:	Name: Phone No:	Name: Phone No:
Name: Phone No:	Name: Phone No:	Name: Phone No:

I have read the rules and regulations of the Stillwater Public Schools School Facilities Guidelines Handbook and agree to abide by same.

\_\_\_\_\_  
Organization Representative Signature

\_\_\_\_\_  
Date

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## **FACILITIES AGREEMENT ATTACHMENTS/INFORMATION**

- Certificate of Liability Insurance is attached
- Signed Hold Harmless Agreement is attached
- Signed Acceptance of Terms Form is attached
- Proof of Tax-Exempt Status, if applicable is attached

- Name of Representative Certified in the use of Automated External Defibrillator: \_\_\_\_\_
- Name of SPS Facility Representative Assigned to this Event: \_\_\_\_\_

The above information was received and recorded by: \_\_\_\_\_

Name	Title	Date
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## **APPROVALS**

\_\_\_\_\_  
Director of Athletics/Activities (for secondary facilities only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent for Operations

\_\_\_\_\_  
Date

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APPENDIX

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HOLD HARMLESS AGREEMENT

PUBLIC LIABILITY INSURANCE: Lessee covenants and agrees that Lessee will, at Lessee's expense, carry with a responsible insurance company approved by Lessor throughout the term of this lease or use, insurance that will protect and save and keep the Lessor 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 Lessee or those holding under Lessee, and that Lessee will at all times protect, indemnify and save, and keep harmless the Lessor 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, indemnify and save, and keep harmless the Lessor against and from any and all claims and against and from any and all losses, costs, damages or expenses arising out of any failure of Lessee 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 Lessor 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 Lessor. Lessor, as used herein, shall include but not be limited to the School District, the School Board, members of the School Board, its agents 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.

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Signature

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Organization

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Date

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## ACCEPTANCE OF TERMS

1. The Undersigned has carefully reviewed the Guidelines for Use of School Facilities which accompanies the Application for Use, and agrees to its terms.
2. Please note that a deposit will be required if it is determined to be in the best interest of Stillwater Public Schools.
3. In the event of a conflict with a school-sponsored activity, the District will provide one week's notice to your organization if cancellation becomes necessary, unless extenuating circumstances preclude that notification.
4. Violating the District's facility use policy may result in termination of your contract. See "Responsibilities of Applicant".
5. The organization is required to reimburse Still water Public Schools for all damages.

Organization:

Organization Representative:

(Please print name)

Representative Signature:

Daytime Phone Number:

E-mail Address:

Person to be notified in the Event of a District Cancellation of Activity:

(Name)

(Phone)

Date:

The following documents must be submitted with your application before your rental dates will be confirmed:

\* Certificate of Insurance, naming Still water Public Schools District 1-16 as additional insured

\* Signed Hold Harmless Agreement