

APPLICATION FOR USE OF  
CRESTWOOD SCHOOL DISTRICT  
PROPERTY AND/OR FACILITIES

DATE OF APPLICATION: \_\_\_\_\_

NON-SCHOOL USE: \_\_\_\_\_ SCHOOL USE: \_\_\_\_\_

Name of Organization(s): \_\_\_\_\_ Type of Organization(s): \_\_\_\_\_

Requested by: \_\_\_\_\_ Building Requested: \_\_\_\_\_

WILL YOU BE USING KITCHEN FACILITIES - stove, freezer, etc?  YES  NO

Facilities Requested: \_\_\_\_\_

Items needed and placement of (tables, chairs, etc.): \_\_\_\_\_

Date of Event: \_\_\_\_\_ # of Hours: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Will this be a repeating event?  Daily  Weekly  Monthly  Yearly

Expected Attendance for Event: \_\_\_\_\_ Specific Purpose of Event: \_\_\_\_\_

Number of practices, games, meets, events, or sessions which will take place on the date(s) requested (attach program or schedule, if available): \_\_\_\_\_

Admission Fees: \$ Children: \_\_\_\_\_ Adults: \_\_\_\_\_

Purpose for which funds will be expended: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**We have received and have read a copy of the Crestwood School District general policy for use of school facilities. We agree that our organization(s) shall be responsible for providing police protection, insurance, and additional staff as determined by the administration. We understand that at no time are vehicles allowed to park in the fire lane directly adjacent to the school building, and that violators can be ticketed and/or towed.**

Approved ( )

Disapproved ( )

\_\_\_\_\_  
BUILDING PRINCIPAL

\_\_\_\_\_  
SUPERVISOR OF BLDG. & GROUNDS

If granted permission to use the above property or facility and, if any, equipment or services, it is agreed by and between the Crestwood School District and the requesting organization(s) and/or individual as follows:

1. The requesting organization(s) and/or individual granted use will abide by all policies, rules and regulations of the Crestwood School District on the conduct and deportment of persons in or on the Crestwood School District premises or facilities, whether now or hereafter adopted.
2. The use of the property or facility shall not, in any way, interfere with the operations of the Crestwood School District or any of the programs or activities of the Crestwood School District. If required for the Crestwood School District purposes, it is understood that the right is reserved to the Crestwood School District to withdraw or rescind the grant of the use of the property or facilities on short notice.
3. Weapons, alcoholic beverages and controlled substances shall not be brought onto Crestwood School District premises or into Crestwood School District facilities. Smoking is prohibited in all school district buildings and on all Crestwood School District property.
4. Crestwood School District property, facilities and equipment will be used in a careful and prudent manner so as to prevent loss, defacement or damage. Good order and discipline shall be maintained by the requesting organization(s) and/or individual(s).
5. The property or facilities will be vacated by the time set forth above and shall be left in as good a condition as when the use began. Unless payment is made for clean-up and clean-up is specifically requested, the property or facilities will be left in a thoroughly clean condition by the requesting organization(s) and/or individual(s). Performance of clean-up by the Crestwood School District will not diminish or eliminate any liability for damages of the requesting organization(s) and/or individual(s).
6. The requesting organization(s) and/or the undersigned officer(s), agent or representative thereof individually and jointly and severally with the organization(s) and/or individual(s), agrees (a) to pay for and assume all and full liability for any loss or damages to person(s) or property or claims therefore resulting to or arising from the use of Crestwood School District property or facilities by such organization(s) and/or individual(s) and those granted access to the facility thereby, whether from an occurrence at the property or facility itself during such use, before or after such use, going to and from such use, in or about available parking areas, or otherwise; (b) to reimburse and/or hold harmless the Crestwood School District, its board of directors, and the members, agents and employees thereof from any such loss, damage or claim, including, but not limited to, its' or their attorneys' fees; and (c) to pay any attorneys' fees and costs paid or incurred by the Crestwood School District to enforce any obligations imposed under this paragraph or otherwise herein.

Initials of Person(s) Requesting

Use \_\_\_\_\_

7. The requesting organization(s) and/or person(s) shall provide the Crestwood School District, at least twenty (20) days prior to the date of the first use, two copies of general liability insurance to include bodily injury and property damage in the minimum amount of \$1,000,000 per occurrence, with \$2,000,000 aggregate. This policy must be taken out in the name of the requesting organization(s) and/or person(s) and must name the Crestwood School District as an additional insured. In the event that an insurance policy is not obtained as required herein, the school district may arrange for insurance in accordance with this application and agreement, with all costs to be charged to the requesting organization(s) and/or person(s). Failure by the requesting organization(s) and/or person(s) or the school district to obtain insurance shall not diminish or eliminate any liability of the requesting organization(s) and/or person(s).
8. The Crestwood School District is not responsible for the property of the requesting organization(s) and/or person(s) or of any property brought on school premises or in school facilities in connection with the use of school property or facilities by the requesting organization(s) and/or person(s). All protective services desired by the requesting organization(s) and/or person(s) must be arranged by the requesting organization(s) and/or person(s) subject to the approval of the Crestwood School District. The requesting organization(s) and/or person(s) shall be liable for the acts or omissions of any protective services engaged. The school district is not liable for the acts or omissions of any protective services engaged.
9. The requesting organization(s) and/or person(s) shall comply with all applicable laws; all requirements of the police and fire departments and other municipal authorities, and shall obtain and pay for all necessary permits and licenses.
10. The Crestwood School District may remove and dispose from its premises and/or facilities any personal property left behind by the requesting organization(s) and/or person(s) or by anyone using the facilities.
11. The requesting organization(s) and/or person(s) shall not obstruct the halls, ramps, or entrances of the lobby of any building nor permit any chairs or movable seats to be or remain in the passageways and will keep the passageways clear at all times.
12. The requesting organization(s) and/or person(s) will assume responsibility for the acts of all participants and/or spectators for liability, injury or property damage.
13. Alteration or relocation of items or components mechanical or other-wise is prohibited unless prior written approval has been granted by the Crestwood School District.
14. A rental charge in the amount of, as per fee schedule, a service charge of as per fee schedule and a clean-up charge of as per fee schedule shall be paid at least ten days in advance of the use of the Crestwood School District premises or facilities.
15. **THE REQUESTING ORGANIZATION WILL PROVIDE ADULT SUPERVISION OF ANYBODY BELOW THE AGE OF 18, PRIOR, DURING AND AFTER THE EVENT IF SPECIFIED BY THE DIRECTOR OF ATHLETICS. THE SUPERINTENDENT CAN REQUIRE THE REQUESTING ORGANIZATION(S) TO PROVIDE POLICE PRESENCE IF THEY DEEM IT NECESSARY.**

Initials of Person(s) Requesting

Use \_\_\_\_\_