



## Watson Chapel School District Application for Use of School Facilities

Name or Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Facility and Campus Requested: \_\_\_\_\_

Purpose of Activity: \_\_\_\_\_

Additional Requests: \_\_\_\_\_

Date of use: \_\_\_\_\_ Approximate hours of use: From \_\_\_\_\_ To \_\_\_\_\_

Approximate Number in Group: \_\_\_\_\_ What will be price of Admission? \_\_\_\_\_

What will proceeds benefit? \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address of Contact Person: \_\_\_\_\_

Email Address of Contact Person: \_\_\_\_\_

Phone # of Contact Person: \_\_\_\_\_

### Additional Information

- A fee of \$1,250 is payable to the Watson Chapel School District and will be due 7 days prior to the scheduled event.
- **Check must be payable to Watson Chapel School District and submitted to the Business Manager. All monies collected will go toward the upkeep of the facilities.**
- Proof of Liability Insurance or Certificate of Insurance must be provided 7 days prior to event, if required.
- Additional fees will be required for security, if required by the District.
- The Football Concession is not available for use.
- Score Boards may be used if you furnish the controls.
- Coca-Cola Bottling Company has been granted exclusive rights to make beverages available for sale and distribution on the campuses of the Watson Chapel School District. Beverages must be purchased through the Watson Chapel School District account. Contact the Athletic Director with the order at least 2 weeks before the drinks are needed. A check must be prepared for Coca-Cola in the correct amount.
- Facilities are to be left clean and returned to their normal settings.
- Any damages or problems should be reported to the Watson Chapel School District.

### Facilities Use Policy

The Watson Chapel School District values the importance of its facilities to community. The use of facilities are allowed when it does not interfere with school programming or school related activities. The District reserves the right to approve or reject any request for use of facilities or make appropriate limitations. In case of loss or damage to school property, the organization or individual signing the application shall be fully responsible and liable. It is expected that all facilities will be treated with respect and care. Facilities are to be left clean and returned to their normal settings. If security is deemed necessary for any function, the cost shall be at the person or organization's expense and coordinated through the Watson Chapel School District. The District shall determine if Liability Insurance and security will be required

**Watson Chapel School District Safety and Risk Management Statement**

In consideration for the permission of the Watson Chapel School District to allow use of the premises, the undersigned agrees to assume all responsibility and legal liability arising out and in the use of the aforementioned property. The undersigned further agrees to indemnify, save and hold harmless the Watson Chapel School District and its employees from any liability arising out of the use of this property. Further, the undersigned agrees to abide by all rules, standards, or reasonable requests made by the Watson Chapel School District relating to the use of these facilities and to adhere to all safety/fire code requirements. Watson Chapel School District reserves the right require proof of current liability insurance and a certificate of insurance prior to use of facility.

I certify I am the applicant or authorized representative and that the information I've provided is true and correct. Applicant agrees to adhere to the Watson Chapel School District Facilities Use policy and Risk Management statements. If requested, I will provide identification and/or proof of authorization to act on behalf of applicant.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Director: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Disapproved:** \_\_\_\_\_

Facility Rental Fee: \$1250.00

Security Fee: \_\_\_\_\_

Beverage Fee \_\_\_\_\_

Total Due: \_\_\_\_\_

Fee Waived:

Please attach Proof of Liability Insurance, if required.