

PARKWAY SCHOOL DISTRICT APPLICATION FOR USE OF SCHOOL PREMISES

SCHOOL: _____

ORGANIZATION: _____ DATE OF APPLICATION: _____

SCHOOL FACILITY / ROOM NEEDED: _____ EXPECTED ATTENDANCE: _____

ACTIVITY WILL BEGIN AT: _____ ACTIVITY WILL END AT: _____ ENTER BLDG AT: _____

PERSON RESPONSIBLE: _____ PHONE (H) _____ PHONE(W/C) _____

ACTIVITY: _____

SPECIFIC DATES NEEDED: _____

PHYSICAL EDUCATION EQUIPMENT - Y ___ N ___ _____

AUDIO VISUAL EQUIPMENT - Y ___ N ___ _____

KITCHEN FACILITY - Y ___ N ___ _____

OTHER _____

These Facilities are available at the discretion of the Building Administrator and require an additional charge for Staff and /or Equipment.

This application is made with full understanding of the General Regulations on the Use of School Premises which are available upon request from the Principal's office. The user agrees to defend, indemnify and save Parkway School District, its officers, agents and employees harmless from every claim, demand, loss, damage, liability and expense relating to any actual or alleged injury to any person or actual alleged loss or damage to property caused by or resulting from any occurrence on the school premises in connection with this Use of School Premises, except those caused by the gross negligence or willful misconduct of agents and employees of the Parkway School District. All users of Parkway property are hereby notified that District buildings contain some amount of asbestos-containing materials. Management plans are available in each school office. For more information, please contact the Parkway Environmental Services Manager at 314-415-8294. The applicant personally guarantees the payment of fees, miscellaneous charges or damages that may be assessed for the period the premises are used.

In addition, adult-based and for-profit groups will be required to include a disclaimer on any information or promotional materials related to their use of District facilities in substantially the following form:

Notice: The (group name) is independent of and not affiliated with nor sponsored by the Parkway School District or Board of Education. The views and opinions expressed by (group name) therefore do not necessarily represent those of the Parkway School District or Board of Education.

In order to use a District facility, a group must have liability insurance of \$1million per incident and \$2 million in aggregate. Proof of insurance must be provided to the building 48 hours prior to the date of usage. If insurance is not provided, the event will be cancelled. The District makes no endorsement of any insurance provider and encourages groups to find a provider that works best for their needs.

❖ Please initial here that you have read and understand the district policy regarding insurance _____.

Please be aware that there could be a charge affiliated with using the schools. Please call Lisa Johnson, Facility Usage Specialist at 314-415-8111 for more information.

I HAVE READ AND AGREE TO ABIDE BY SCHOOL POLICY AND SCHOOL FACILITY USAGE

PLEASE PRINT APPLICANT NAME: _____

ADDRESS: _____ PHONE: _____

CITY: _____ E-MAIL: _____

STATE: _____ ZIP: _____

APPLICANT'S SIGNATURE: _____

PRINCIPAL'S SIGNATURE: _____