



**Cedar Grove-Belgium Area School District**  
**Application/Contract for Use of School Facilities**

*Please read and complete both pages. Signed Application/Contract, Release and Hold Harmless Agreement, and payment must be returned to the school office of the facility you are requesting at least five (5) days prior to the requested event date. Please make checks payable to Cedar Grove-Belgium Schools.*

**School district sponsored events/activities will take priority over non-school district sponsored events/activities and also includes priority when having to reschedule events or competitions.**

Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Representative Name : \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

School: Elementary Middle High

Facility/room(s) requested: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Access to Facility \_\_\_:\_\_\_ am/pm \_\_\_:\_\_\_ am/pm

Actual Event Time: \_\_\_:\_\_\_ am/pm \_\_\_:\_\_\_ am/pm

Will food/beverages be involved? \_\_\_\_\_

Equipment Request *\*Indicates charge for required district staff*

Bleachers  LCD Projection(auditorium) Scoreboard Table #\_\_\_  Chairs #\_\_\_ Sound System\*

Microphone  Podium Auditorium Lights\* Kitchen Equipment\* Other \_\_\_\_\_

**Fax:** **Elementary School**

920-668-6933

**Email:** [kfeind@cgbrockets.com](mailto:kfeind@cgbrockets.com)

**Phone:** 920-668-8518 X304

**Fax:** **Middle School**

920-668-8566

**Email:** [bdepies@cgbrockets.com](mailto:bdepies@cgbrockets.com)

**Phone:** 920-668-8518 X227

**Fax:** **High School**

920-668-8605

**Email:** [ddehaai@cgbrockets.com](mailto:ddehaai@cgbrockets.com)

**Phone:** 920-668-8686 X549

Additional costs will be billed if custodial services or repairs are required. The applicant agrees to abide by all applicable policies and guidelines of the School District and the Release and Hold Harmless Agreement.

### **RELEASE AND HOLD HARMLESS AGREEMENT**

The Applicant is strictly prohibited from using School District property for any purpose or at any time not explicitly specified in this contract (hereinafter "Unauthorized Use"). The Applicant's Unauthorized Use of School District property shall constitute trespass. In addition to all other liability assumed by the Applicant in this Agreement, the Applicant shall be wholly and completely liable for any damages, injuries, or other harm to any person or property resulting from any Unauthorized Use and shall indemnify and hold harmless the School District from the same. The Applicant will take all steps reasonably necessary to protect and safeguard the property from damage, vandalism, extra-ordinary wear-and-tear, or other adverse effects caused by or arising out of any aspect of use of the Property by the Applicant, to include conduct by participants as well as conduct on the part of all other persons who are present during the activity. The Applicant is informed and acknowledges that the School District has no knowledge of any hidden or concealed defects or hazardous conditions on the Property which are not observable. The Applicant represents and warrants that it has had an opportunity to inspect and review the School District equipment the Applicant will use on the Property and that the Applicant has all necessary skill and expertise to safety use and/or operate such equipment, including any safety equipment. The Applicant acknowledges that the School District will not supervise any persons on the Property during the Applicant's use of the Property or equipment on the Property and that the Applicant will be solely responsible for the training supervision, instruction, and regulation of all persons on the Property. The Applicant represents and warrants that it will take all steps necessary to assure the supervision, safety, and welfare of all persons present upon the Property in the course of its use of the Property. The Applicant is informed and acknowledges that the School District assumes no responsibility for the supervision, safety and welfare of persons present upon the property in the course of its use by the Applicant. The Applicant will reimburse School District for the cost of repair or replacement of any portion of the Property which may be damaged as the result of use of the Property. The Applicant is informed and acknowledges that the School District does not carry or provide group or individual accident or athletic insurance which will provide compensation to the Applicant or any person participating in the activity conducted upon the property by the Applicant for potential claims arising out of participation in the activity to include, but not limited to, claims for personal injury, medical expenses and property damage. In consideration of the terms of this Agreement, the adequacy of which is hereby acknowledged, the Applicant releases, forever discharges and agrees to defend, indemnify and hold harmless the School District from all claims, rights, causes of action, damages and demands whatsoever, including, but not limited to, all liability and judgments for personal injuries, known and unknown, property damage, costs, loss of services or expenses of any type, including attorney fees, which any person may have or attempt to assert against the School District or which the School District may incur, arising out of, relating to, concerning or in any way connected with the Applicant's Authorized Use of the Property. If the Applicant is a corporation, limited liability company, trust, or other entity distinct from its members or principals, the individual whose signature appears below represents and warrants that said individual has full and complete authority to bind the Applicant to the terms of this Agreement. If the Applicant is an individual, or one or more individuals, the Applicant represents and warrants that all individuals that will use the Property have signed this Agreement below and, furthermore, the Applicant acknowledges that failure of each individual utilizing the Property to execute this Agreement shall render this Agreement void and without effect. In which case, no authority for the use of the Property shall be conferred hereby.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Total Fee \$** \_\_\_\_\_

PO7510  
AG7510b

#### **FOR OFFICE USE ONLY**

Reviewed by Director of Building and Grounds \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by Gym & Swim Coordinator (if needed) \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by Food Service Manager (if needed) \_\_\_\_\_ Date \_\_\_\_\_

**SCHEDULE OF FEES FOR FACILITY RENTAL AND SPECIAL SERVICES**

Fees may be applicable for Non-School Sponsored Groups or for Non-School Sponsored Activities

School Facilities	Fees	Applicable Fee
Classroom	\$40.00	
Library	\$40.00	
Gymnasium	\$60.00	
Lunchroom w/Kitchen	\$50.00	
Auditorium	\$40.00	
Swimming Pool	\$100.00	
Computer Lab	\$40.00	
Grounds & Fields	\$25.00	
Weekend Usage Fee <b>*also applicable for school sponsored groups or activities</b>	\$25.00	

Special Services (per person)	Fees	Applicable Fee
Lifeguard	\$12.00/hour	
Custodian	\$32.00/hour	
Light/Sound Technician	\$32.00	
Computer Technician	\$25.00	
Food Service	\$20.00	