

# NORTH JACKSON USD 335 REQUEST FOR BUILDING USE

1. School building(s): \_\_\_\_\_
2. Facilities to be used (gym, kitchen, rooms etc): \_\_\_\_\_
3. Date when facility is requested: \_\_\_\_\_
4. Time for requested use:  
    Building to be opened at: \_\_\_\_\_  
    Building to be locked at: \_\_\_\_\_
5. Equipment needed: \_\_\_\_\_
6. Name of person authorized by the principal/super indented to be responsible in place of custodian: \_\_\_\_\_
7. Please complete the following information: (to be completed by requestor)  
    Name \_\_\_\_\_ Address \_\_\_\_\_  
    Title \_\_\_\_\_  
    Date \_\_\_\_\_ Phone \_\_\_\_\_
8. *My group and it participants will assume liability for injuries or accidents while using the building (please provide Certificate of Insurance if available) and we agree to reimburse the district for any loss, damage, or breakage occurring to any school property or equipment while the building is in use. We also agree to reimburse the district any fees assessed for the presence of custodians if deemed necessary.*
9. Signed: \_\_\_\_\_
10. Amount of fees charges: \_\_\_\_\_
11. Kind of Activity: \_\_\_\_\_

Superintendent/Principal's Approval:

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

The use of tobacco products, alcohol, drugs or illegal substances on school property is prohibited. Fireworks or other hazardous activities are prohibited. Illegal activities' including gambling is prohibited. The failure of any organization to abide by this policy may result in future denials for building use.