

George - Little Rock Community School District
Community Use of School District Buildings & Sites & Equipment

The undersigned entity makes application for the use of the school district facility or equipment as below. The entity will provide police protection at its own expense, if necessary, to maintain order and to protect the building, site, or equipment. Police protection is required when admission is charged.

Please refer to Policy 905.01 to determine the proper use of school facilities and equipment. The entity is responsible for complying with the law, board policy and the administrative regulations.

The entity must provide an Indemnity and Liability Insurance Agreement, Policy 905.1E2, prior to the use of school district buildings, sites, or equipment.

_____ Date _____
Name of entity making request

Name of person making the request _____

FACILITY REQUESTED: Location: ☐ George ☐ Little Rock

Meeting/Conference Room_____ Multi-purpose room_____ Kitchen_____ New Commons_____ Old Commons _____

Baseball field_____ Softball field_____ Football field _____

Auditorium _____ Gym _____ Tarp_____ DVD/VCR_____ Projectors_____

PURPOSE: _____

DATE/S REQUESTED:_____ _____ _____ _____

TIME DOORS OPEN:_____ AM _____ PM TIME ENDED:_____AM/PM

CHAIRS #:_____ TABLES #:_____ OTHER:_____

ROOM RENTAL COST: _____

CHAIRS RENTAL COST: _____

TABLES RENTAL COST: _____

OTHER RENTAL COST: _____

TOTAL RENT: \$

(See reverse side)

I agree to the following terms:

1. No smoking is permitted in school facilities or vehicles, or on school grounds.
2. There shall be no drugs, alcoholic liquors or beverages brought to or consumed in the buildings or on the grounds.
3. A school district employee must be present or on call while the school district facility or equipment is being used by an entity.
4. Custodians are not to be paid by the individuals or organizations renting school facilities.
5. After a school district facility, site, or equipment has been used by an entity, cleaning, including restoring the facility, site or equipment to the condition it was in prior to its use, will be done by a committee from the entity. The fee charged to the entity for the use of the facility, site, or equipment will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility, site, or equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
6. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
7. A cancellation after the facility or equipment is made ready for the entity will be charged at the full rate. Cancellations made prior to that time will be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.
8. Children are to be supervised when present. Failure to supervise children will void this contract.
9. Appropriate gym attire, including gym shoes must be worn in the gym.
10. The district is not responsible, nor will be held liable, for injuries or accidents during the rental period.

Entity signature

Address

Telephone

Office Use:

Approved: ☐ Yes ☐ No

Date: _____

Person authorizing rental:
