
FACILITY USE APPLICATION

1. Basic use of facility is free.
2. Any **extra** costs as per schedule below will be borne by user.
 - a) Custodial fee - \$_____/hour
 - b) Extra lighting or sound system use requiring specialized personnel - \$_____/event per system
 - c) Any moving, setup, etc., will be provided by **user** or will pay costs incurred by _____.
 - d) Any damage will be assessed and charged as per cost incurred.
3. Individual making request: _____
Address: _____
Phone number: _____ Date of Application: _____
4. Information:
 - a) Facility requested: _____
 - b) Date(s): _____
 - c) Reason: (Please also indicate if use is for specialized performance, etc.)

 - d) Sponsoring organization: _____
 - e) Hours of use: _____ to _____
 - f) Will this request require any services (as per #2) or specialized use?
Yes _____ No _____
 - g) A conference with _____ may be required for all uses and fee assessment. Please forward to _____ Office or call: _____
 - h) All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability Insurance, in an amount not less than \$500,000 per occurrence. The _____, must be named as an additional insured on this policy. A certificate of insurance as described must be provided to _____ before the facility is used. Failure by _____ to enforce the required production of the certificate will not void users' obligation to provide the insurance as aforesaid. In addition, by making this application, user agrees, that should this application be granted, user will indemnify, hold harmless, and defend the _____, against any and all demands, claims, damages, fees, cost and liabilities of any kind (including but not limited to attorneys fees) to the fullest extent permitted by law.
 - i) All prospective users must provide a minimum of two weeks notice and all requests may be subject to _____ approval.

OFFICE USE ONLY

Conflict No Conflict
Needs to be rescheduled
Contact Office for more information
Special fees: _____

Approved Disapproved

AUTHORIZED SIGNATURE

Date