

TAHLEQUAH PUBLIC SCHOOLS
Use of Facility Application Form
(Complete all lines)

School Name _____ Categorical Group Number _____

Name of Applicant _____ Date _____

Organization _____ Business Phone _____

Address _____ Home Phone _____

Date(s) Facility Requested _____ Time(s) _____

Number of Participants _____ Cost to Participants _____

Will Admission be charged? _____ How Much? _____

Intended Use for Proceeds _____

Facility Requested _____ Rate _____

Liability Insurance Verifications - Copy must be attached when filed.

Liability insurance is required to be furnished by all facility users unless exempt by policy.

Minimum liability insurance coverage shall be:

1. \$100,000 property damage
2. \$100,000 personal injury each accident or occurrence
3. \$1,000,000 aggregate

Other Equipment Needed _____

Cost to Applicant _____ Deposit Required? _____

Additional Expenses for Use of Facility

- a. Custodian - one custodian minimum at \$18.00 per hour (min. fee \$36.00)
Estimate of hours required (this should include time for cleaning after the event) _____
- b. Light/Stage Crew - Person trained to operate lighting system at \$18.00 per hour (min. fee \$36.00)
Estimated Hours _____
- c. Sound Technician - Person trained to operate sound equipment at \$18.00 per hour (min. fee \$36.00).
Estimated Hours _____
- d. Kitchen Personnel - contact site cafeteria supervisor concerning use of kitchen equipment and/or personnel.
Additional questions may be addressed to Rhonnie Kerns, Director of Child Nutrition, 458-4193.
- e. Additional Personnel _____

School facilities have a limited amount of electrical power. It will be the responsibility of the group using the facility to inspect that facility prior to use to verify that there is enough power to meet its needs.

The school district will not alter electrical power or supply additional furniture and equipment to accommodate a user. If additional power, furniture or equipment is required the user must pay all expenses.

Signature of Applicant _____ Date _____

Approval of Principal/Athletic Director _____ Date _____

Approved by District Administrator _____ Date _____