

Stoddard School District
Application for Use of Community Room

Applicant: Individual/Organization: _____ Date: _____

Address: _____

Person responsible : _____ Telephone #: _____

Proposed date(s) of use: _____ Time Used: From _____ to _____

Approx # of people _____ Nonprofit: (Circle one) Y N

Private use: (Circle one) Y N

Proof of Liability Insurance (attach copy) _____
Company Policy #

Purpose: _____

Equipment needed (if any) : _____

Fire Department Approval (if applicable): _____ Date: _____

Police Department Approval (if applicable) : _____ Date: _____

(Stoddard School District Policy:** The applicant is required to produce proof of insurance unless categorized as a Group 1 user. If the applicant does not have insurance or is not a member of the exempt group, insurance must be purchased naming the Stoddard School District as an additional insured. Such certificate must be submitted at the time of application

Completed forms must be returned to the school at least **two weeks prior** to the activity date. Once approval has been given and the applicant has been notified of the confirmation, it is the responsibility of the applicant to confirm access to the building by calling 446-3348.

The above named individual/organization hereby agrees to indemnify, hold harmless, and defend the Stoddard School District's employees and officers against any legal action brought as a result of the individual's /organization's use of the facilities. In addition the applicant above agrees to reimburse the district for any damages caused during the use of the facilities.

The applicant understands that the use of drugs, alcohol and/or smoking in school facilities or on school grounds (RSA 155:66 III), profane language, illegal gaming, or any unlawful activity, is prohibited.

As an outside user of the school facility we are required to have you announce to the group the locations of the exits from this space. Failure to do so could lead to revocation of the permit to use the building or denial of future applications. Included in this application below is a statement that we would like read at the beginning of each meeting.

“The administration of the James Faulkner Elementary School requires that I point out the two exits from this facility. There is an exit here in the front of the room, and a second marked exit in the rear corner of this room.”

The applicant agrees to comply with all state, local, and federal laws and regulations applicable to the event and agrees that the indemnity set forth shall apply to any failure to comply with such laws and regulations.

Signature of Person responsible

date

=====For Office Use Only=====

Group _____ payment received _____ deposit received _____ Approval B & G _____

Principal Approval _____ Date: _____