

## COMMUNITY USE OF SCHOOL FACILITIES

### FILING PROCEDURES FOR USE OF EQUIPMENT/FACILITIES

A request is made at the campus on which the facility is located or the equipment is stored at least two (2) weeks before the requested use.

The principal or the principal's designee of the campus involved shall review the submitted request form, checking to be sure the applicant has filled in all of the necessary information and has signed the form.

If given approval by the principal or the principal's designee costs, evidence of insurance and other requirements are to be indicated and the requests returned as indicated below.

- The principal or the principal's designee is responsible for notifying the applicant of the approval, conditions (if any) imposed or denial of approval and reasons.
- If costs are involved, the principal or the principal's designee asks the applicant to sign below the area specifying the fees and conditions.

Payment or down payment of projected fees are to be received in advance. All liability insurance is to be secured by the applicant, with evidence being sent to the District office one (1) week before the date of use. Failure to secure acceptable liability insurance will cancel the use agreement. Any cost overruns for services or equipment will be billed to the lessee.