

EATON RE-2 FACILITY USE

Date: _____

Name of Group: _____

School Group _____ Community Group _____ Club Team _____ Other _____

Contact Person: _____

Address: _____ City: _____ Zip _____

Home #: _____ Cell#: _____ Fax# _____

Email: _____

Type of Event: _____

Facility Requested: _____

Date(s) Of Use: _____ Time(s) of Use: _____

Of Participants: _____ # of Supervisors: _____

Spectators: Yes _____ No _____ If Yes, Estimated #: _____

FACILITY CHARGE: \$40.00 per hour

OTHER NEEDS: PLEASE CHECK ALL THAT APPLY:

_____ KITCHEN (may be additional costs) _____

_____ CONCESSION AREA (may be additional costs) _____

_____ BLEACHERS (may be additional costs) _____

_____ LOCKER ROOMS (may be additional costs) _____

_____ SOUND SYSTEM (may be additional costs) _____

_____ SCOREBOARD (may be additional costs) _____

_____ TABLES/CHAIRS (may be additional costs) _____

_____ OTHER _____

_____ LIGHTS _____

INDEMNIFICATION AGREEMENT

We agree to supervise carefully the activities and the building and to be responsible financially to the Eaton RE-2 School district for any damage that might occur to the building or property due to such use, and adhere to the rules and regulations of the school district.

1. The individual who signs the use form is expected to be in charge each time and present with the group who will be using the facility that is contracted.
2. All lights must be turned out and all doors locked when leaving the facility.
3. If restrooms or locker rooms are used, toilets must be flushed.
4. Use if the school equipment will be identified in request.
5. Eaton RE-2 activities and programs, including rescheduled events, take precedence over any other use.
6. There may be a \$100 damage/facility deposit required prior to use being granted.
7. Applicant is not to grant permission for other groups to use the facility. Permission is granted by the school district only.
8. No rollerblades, roller skates, or bicycles allowed in the building or on the tennis courts.
9. Failure to comply with signed agreement may result in revocation of facility use.

***** (SIGNATURE REQUIRED ON BACK) *****

In consideration of the Eaton RE-2 School District entering this Facility Use Agreement, and as a condition of said agreement, we hereby agree to indemnify and hold harmless the Eaton RE-2 School District and all its agents or employees, for any real and all claims, lawsuits, or judgments that may come about as a result of the use of the above described facility. This indemnification shall include, and not be limited to, any settlements, judgments, or awards unnecessary legal representation and out-of-pocket expenses incurred by the Eaton RE-2 School District in connection with any action or defense necessary to protect itself under the terms of this agreement.

RENTAL CHARGE: _____ CUSTODIAL CHARGE: _____

DAMAGE/FACILITY DEPOSIT: _____ OTHER CHARGES: _____

CHARGES BILLED TO (if different than group listed on front) _____

PAYMENT DUE ON OR BEFORE: _____

I agree to the terms of the Indemnification Agreement and charges as listed:

NAME OF GROUP: _____ DATE: _____

SIGNATURE/TITLE: _____

****office use****

ADMINISTRATOR APPROVAL _____ DATE: _____

COPIES SENT TO _____ APPLICANT, _____ PRINCIPAL, _____ CUSTODIAN, _____ MAINTENANCE,
_____ KITCHEN, _____ SUPT., _____ DIST. OFFICE A/R, _____ OTHER

EMERGENCY CONTACT PHONE NUMBERS:

Mike Wight – Maintenance Director 970-534-0263

Steve Longwell – EHS Athletic/Activities Director 970-302-0725

Angie Duncan – EMS Asst. Principal/Athletic Director 970-590-0857

PAYROLL FORM

TOTAL TIME ASSIGNED: _____

THIS FORM MUST BE RECEIVED BY THE PAYROLL OFFICE WITHIN 30 DAYS OF EVENT WORKED. LATE FORMS WILL NOT BE ACCEPTED.

CUSTODIAN SIGNATURE: _____ DATE: _____

ADMINISTRATOR SIGNATURE: _____ DATE: _____