

**Facilities/Equipment Use Agreement  
Forsyth Public Schools**

**4330P**

Requesting Organization/Individual: \_\_\_\_\_

Facility/Equipment Requested: \_\_\_\_\_

Description of Use: \_\_\_\_\_

Date of Use and Day(s) of Week: \_\_\_\_\_

Hours of Use: \_\_\_\_\_

Organization Representative: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Additional equipment or apparatus needed: \_\_\_\_\_

Proof of liability insurance (Company Name) \_\_\_\_\_ Amt Due: \$ \_\_\_\_\_

The Forsyth School District encourages the use of its facilities by the public. However, it is a district policy to give priority to the student use of the facilities. In this request, the right to cancel a facility use is reserved by the school district.

The use of the property shall be supervised by an adequate number of adult sponsors to assure proper care and use of the facility. It is agreed that all rules and regulations for the use of the facility will be complied with and all damage to the building or its contents resulting from this use of the facility will be reimbursed to the district at the actual cost of repair or replacement.

The undersigned organization, by signature of its authorized representative, hereby guarantees that the organization/*individual* shall indemnify, defend and hold harmless the Forsyth School District and any of its employees or agents from any liability, expenses, costs (including attorney fees), damages and/or losses arising out of injuries or death to any person or persons or damage to any property of any kind in connection with the organization's use of the aforementioned school facility which are not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law. The undersigned further agrees to abide by non-discrimination clauses as contained in the Montana Human Rights Act and the Government Code of Fair Practices.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Organization Representative

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**School Use Only**                      Circle One:      Approved              Denied

**Signature: Elementary Principal** \_\_\_\_\_ **Date** \_\_\_\_\_

**High School Principal** \_\_\_\_\_ **Date** \_\_\_\_\_

**Activities Director** \_\_\_\_\_ **Date** \_\_\_\_\_

**Check Out:** Condition of Equipment on check out \_\_\_\_\_  
Check out by: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Check In:** Condition of Equipment on check in \_\_\_\_\_  
Returned by: \_\_\_\_\_ Received by: \_\_\_\_\_ Date \_\_\_\_\_

Total Fee: \_\_\_\_\_ Deposit: \_\_\_\_\_

**\*\*THIS FORM MUST BE SUBMITTED AT LEAST ONE WEEK PRIOR TO REQUESTED USE.**

**INSTRUCTIONS FOR USE**

1. The person or organization requesting use of a building, room, bus or piece of equipment should complete the form and present it to the building administrator at least one week in advance of the time desired. The form must be signed by a qualified representative of the organization desiring to use the building.
2. The form is then presented to the person's supervisor or appropriate school official (HS or ES Principal, Transportation/Maintenance Director, Activities Director, etc.) in charge of the program. The use of the school premises will be denied when, in the opinion of the Superintendent or the Board, such use may be construed to be solely for commercial purposes, there is a probability of damage or injury to school property, or the activity is deemed to be improper to hold in school buildings.
3. The school official checks with the individual(s) who normally uses the room or equipment to determine if the facility is available prior to approving the application. The application will be sent to the Activities Director in the case of building use.
4. Upon approval of the application, and check out of the equipment, a copy is sent to the Business Office.
5. When the individual arrives to access the building or to pick up the equipment, the "Check out" portion is completed. A copy of the application is given to the individual using the building/equipment. Deposit/payment due at time of checkout.
6. Upon return of the equipment or when the use of the building is complete, the "Check in" portion of the application is completed.
7. The original of the finished application is forwarded to the administration office. It is advised that the individual who approved the use of the building/equipment keep a copy.
8. In case of loss or damage to school property, the organization and/or individual signing the request shall be fully responsible and liable.
9. The District reserves the right to require a certificate of insurance from the renting agency.
10. No furniture or apparatus shall be moved or displaced without permission.
11. No access to other rooms in the building shall be permitted unless designated by agreement.
12. There shall be no smoking within the school buildings. There shall be no narcotics, drugs, stimulants, or alcohol used or sold in or about school buildings and premises, nor shall profane language, quarreling, fighting, or gambling be permitted. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.
13. Wax, or other preparations ordinarily used on dance floors, is not to be used on gymnasium floors.
14. The Superintendent may require a school employee to be present during use of the building by the non-school organization. In such case, the requesting organization will pay for the employee expense (i.e., custodians, overtime).
15. When the school official finds it necessary that police or other security personnel be retained for crowd control, such requirement may be added as a condition of the Facilities Use Agreement.
16. Forsyth Public Schools are not responsible for any lost or stolen item(s) while using the facilities/buildings.