

**Prospect School District  
Facility and Equipment Use Agreement**

There will be a \$100 refundable deposit required to cover potential damage to facilities and/or equipment (waived for clubs and non-profit organizations). A minimum of \$500,000 of liability insurance may be required at the discretion of administration.

Facility/Equipment Requested:

Date/Time of Use:

Activity:

Specific Instructions:

Requestor Name/Organization:

Requestor Phone/Email:

The person who signs this agreement will be responsible for the facility and/or equipment and any keys issued.

Requestor Signature/Date:

**FOR ADMINISTRATIVE USE ONLY**

District Approval:

District Departments Notified:      Kitchen, Maintenance, Other:

Notes:

Liability Insurance Required  
(attach a copy):

Keys Issued:

Keys Returned:

Facility/Equipment  
Inspected/Returned:

Deposit Refunded: