

PROSPECT SCHOOL DISTRICT #59
P.O. BOX 40
PROSPECT, OREGON 97536
(541) 560-3653

School Facility & Equipment Use Agreement

Activity Planned: _____

Facility/Equipment to be
Used: _____

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

Note: There will be a \$100 dollar cash deposit before "School Facility Use Agreement" is processed. If the equipment is damaged and needs repair or the facility needs cleaning it will come out of the deposit.

*(Deposit is waived for clubs and non-profit organizations.)

**Liability insurance may be required at the discretion of the superintendent. If liability insurance is needed the minimum amount required would be \$500,000. At the discretion of the superintendent the amount of liability may be larger _____

Specific instructions (if any) for the use of this facility:

AGREEMENT: The person who signs this agreement will be responsible for the appropriate use of the facility and equipment and is responsible for any keys issued.

Name/Organization: _____

Address: _____

Phone Number: _____

Signature: _____ Date: _____

FOR DISTRICT USE ONLY

District Approval: _____ Key Return Date: _____

Liability Insurance Required: Yes No Inspected By: _____
Amount \$ _____

Deposit Returned: _____

- Copies to:
- Kitchen
 - Maintenance
 - Leadership Advisor
 - Person making request
 - Business Office