

Davenport School District

Application for Use of School Facilities

Organization / Personal : _____ Contact Person: _____

Mailing Address: _____ Phone: _____

High School:

- ☐ Classroom(s)
- ☐ Library
- ☐ Art or Ms. Carstens Room
- ☐ Auditorium

Middle School/Elementary:

- ☐ Classroom(s)
- ☐ Cafeteria w/kitchen
- ☐ Cafeteria w/o kitchen
- ☐ Library
- ☐ Playground

Athletic:

- ☐ High School Gym – Locker room? ☐ Yes ☐ No
- ☐ Elem/MS Gym – Locker room? ☐ Yes ☐ No
- ☐ Football Field
- ☐ Track
- ☐ Weight Room

Other (including special equipment needs) _____

Date of Use: _____ Time of Use: _____ Will admission be charged ☐ Yes ☐ No (see fee guidelines)

Type of event (please be specific) _____

Proof of insurance MUST be provided for any youth program; if it is a sporting event a Compliance Statement for HB 1824, Youth Sports-Head Injury Policy (attached) MUST also be submitted with this application.

Event will be supervised by: _____ Phone: _____ Emergency Phone: _____

If keys are necessary, please make arrangements with Joe Coppersmith.

Keys were given? ☐ Yes ☐ No

Please note: District activities/events are our first priority and will take precedence over outside requests.

Agreement: The undersigned hereby makes application to the Davenport School District for use of school facilities described above and certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this request for the applicant and agrees that the applicant will observe all rules and regulations of the Davenport School District. The applicant agrees to exercise the utmost care in the use of the school premises and/or property and to hold the Davenport School District harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse the Davenport School District for any damage arising from the applicant's use of the facilities.

Signature: _____ Date of Request: _____

PLEASE - SUBMIT COMPLETED FORM TO DISTRICT OFFICE FOR PROCESSING

Fees: Rental/custodial fees (found on the back side of this application) are established by the Davenport School District. Please make checks payable to: Davenport School District

Thank you

Rental Charge: _____

Custodial Charge: _____

Add'l Charge: _____

Total amount due: _____

The District reserves the right to charge for custodial services as deemed necessary.

Approved by: _____

Signature of Director of Operations/Maintenance

Date: _____