

Copies:

White – principal **File: KF-E** Yellow – custodial staff  
Pink – requester

## Community Use of School Facilities

Trinidad School District #1  
215 Maple Street  
Trinidad, CO 81082  
719-846-3324

Directions: Read the attached information concerning the "Community Use of School Facilities," complete this application and forward it to the school principal's office.

1. Name of the person or group desiring to use the facilities or services:  
\_\_\_\_\_
2. The purpose of the use:  
\_\_\_\_\_
3. The dates and time desired:  
\_\_\_\_\_
4. Which room area, tables, chairs, P.A. system, etc., desired:  
\_\_\_\_\_
5. Who will be responsible for supervision and care of the facilities or equipment and for paying any costs incurred as a result of any damage?  
\_\_\_\_\_
6. Who will be responsible for setup and cleanup?  
\_\_\_\_\_

\_\_\_\_\_  
Signature of person completing form

### FEES:

Facilities fee \_\_\_\_\_  
\*\*Custodial fee \_\_\_\_\_  
\*\*Food service fee \_\_\_\_\_  
Other fees \_\_\_\_\_  
Total fees \_\_\_\_\_  
\*\*These fees to be paid directly to the individuals

### REQUEST

- Approved #  
 Denied (reasons)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The applicant has read and agrees to the conditions and restrictions listed below and will inform all members of his or her group regarding conditions and restrictions.

1. The representative and the group or organizations which he/she represents hereby agree and undertake to save and hold the Trinidad School District blameless from any and all claims for damage, personal or otherwise, that may arise out of the use of the property, whether by a member of the group or organization or by other persons using or enjoying said property; and without regard to the damage, personal or otherwise, is brought about or caused by negligence, whether on the part of the representative, organization, the school district or all three.
2. The representative and group or organization will be responsible for and agree to pay for all damage done, exclusive of ordinary wear and tear.
3. Special conditions or instructions for this use: (1) Proof of liability insurance must be provided to the district. (2) Security for district facilities and patrons' property must be provided to the satisfaction of the district.

Adopted: December, 2005