

**LISBON REGIONAL SCHOOLS  
BUILDING USE FORM**

Name of Organization \_\_\_\_\_ Date Wanted \_\_\_\_\_ Hours \_\_\_\_\_

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Nature of Activity \_\_\_\_\_

Supervisor \_\_\_\_\_ Facility to be used \_\_\_\_\_

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Equipment to be Used

Rental Fee: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ \$ \_\_\_\_\_

Bill must be paid within thirty (30) days. Otherwise, further use of the school facilities will be denied.

Administrative Secretary's Signature \_\_\_\_\_

Athletic Director's Signature \_\_\_\_\_

Head Cafeteria's Signature \_\_\_\_\_ Overtime required: Y \_\_\_ N \_\_\_

If there is no cafeteria worker on duty the organization has identified a person to be responsible for cafeteria services and this person has been cleared by the Director of the Cafeteria.

Head Custodian's Signature \_\_\_\_\_ Overtime required: Y \_\_\_ N \_\_\_

If there is no custodian on duty the organization has identified a person to be responsible for custodial services and has met with the head custodian.

Librarian's Signature \_\_\_\_\_

Chaperones for Dance \_\_\_\_\_

Police Required: Yes \_\_\_ No \_\_\_ Fee to be paid by renter directly to police

Insurance: Yes \_\_\_ No \_\_\_

It is mutually agreed that the organization named above is responsible for any unusual expense or and Damage caused by the use of the school facilities.

Signing this document acknowledges the receipt of the School District policy on "Use and Rental of Facilities."

HOLD HARMLESS AND INDEMNITY AGREEMENT

AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between DISTRICT, hereinafter called "District", and \_\_\_\_\_, of \_\_\_\_\_, hereinafter called "Indemnitor."

WHEREAS the indemnitor wishes to utilize the facilities of the District, and

WHEREAS the District has established a policy regarding the utilization of its buildings and facilities, and

WHEREAS the Indemnitor agrees to accept all responsibility for any and all activities which take place during the utilization of this building or facility, it is therefore agreed:

- 1. The Indemnitor shall be entitled to use the following facilities of the Lisbon School District \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

from the hours of \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. on: \_\_\_\_\_, 20\_\_\_\_\_.

- 2. The Indemnitor agrees to indemnify and save the District harmless from all loss, damage, liability, or expense incurred or claimed as a result of the indemnitor's neglect or use of the premises or by reason of any injury or damage to any person thereon or property therein.
- 3. The Indemnitor shall indemnify or pay in behalf of the District, and save the District harmless from, any and all liability for claims or damage to tangible property and/or personal injury to persons (including death) arising out of or resulting from a negligent act or failure to act in or on the premises, including all costs and expenses and attorney's fees incurred in connection therewith.
- 4. The Indemnitor agrees to return the keys to \_\_\_\_\_ on or before \_\_\_\_\_, 20\_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.

PLEASE NOTE: THE FACILITY AND ALL EQUIPMENT AGREED UPON IN THIS DOCUMENT ARE TO BE LEFT IN THE SAME CONDITION AS THEY WERE FOUND.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Indemnitor

\_\_\_\_\_  
Date