

**ESSEX COMMUNITY SCHOOL DISTRICT**  
**APPLICATION FOR USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT**

The undersigned entity makes application for the use of the school district facility or equipment as designated below. The entity will provide police protection at its own expense, if necessary, to maintain order and to properly protect the building or site.

Please refer to Policy 905.1 to determine the proper use of school facilities and equipment. The entity is responsible for complying with the law, board policy and the administrative regulations.

The entity must provide an Indemnity and Liability Insurance Agreement prior to the use of school district buildings or sites.

Building/Site/Equipment \_\_\_\_\_ Date \_\_\_\_\_

Purpose \_\_\_\_\_ Hours \_\_\_\_\_

Gymnasium

Old Gym

Seating \_\_\_\_\_ Scoreboard \_\_\_\_\_

Scoreboard \_\_\_\_\_

Public Address System \_\_\_\_\_

Tables \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Trojan Hall

Classrooms

Hall \_\_\_\_\_ Kitchen \_\_\_\_\_

ICN \_\_\_\_\_

Computer Lab \_\_\_\_\_

Classroom(s) \_\_\_\_\_

Total Fee \$ \_\_\_\_\_

Name of School Employee who will be present \_\_\_\_\_

Name of entity making application: \_\_\_\_\_

Name of person making application: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

Approved \_\_\_\_\_

\_\_\_\_\_  
(Date)

Key # \_\_\_\_\_

# ESSEX COMMUNITY SCHOOL DISTRICT

## INDEMNITY AND LIABILITY INSURANCE AGREEMENT

The undersigned, hereafter referred to as "entity", states that it will hold the Essex Community School District, hereafter referred to as "school district", harmless from any and all damages and claims that may arise by reason of any negligence on the part of the entity in the use of any facilities or equipment owned by the school district. In case any action is brought therefore against the school district or any of its officers, employees or agents, the entity will assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the school district reserves the right to defend such action and to charge all costs, including attorney's fees, to the entity.

The entity agrees to furnish and maintain during the usage of the facilities or equipment owned by the school district such bodily injury and property damage liability insurance as will protect the entity and the school district from claims for damages for personal injury, including accidental death, and from claims for property damages which may arise from the entity's use of the school district's facilities or equipment whether such operations be by the entity or by anyone directly or indirectly employed by the entity.

The entity will furnish the school district with a certificate of insurance acceptable to the school district's insurance carrier before the contract is issued.

Dated at Essex, Iowa, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ School District  
(Entity)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Superintendent

By: \_\_\_\_\_  
Secretary