

**RSU 19 BUILDING USE AGREEMENT FORM**

In consideration of the right to use the facility described on the date(s) indicated, it is hereby agreed as follows:

1. The using organization/individual hereby assumes full financial responsibility for any and all loss or damage to the building(s) to be used and to any and all personal property of RSU 19, and agrees to indemnify the owner(s) for any such loss or damage. Compensation shall be based on replacement cost when damaged property is beyond repair.
2. The using organization/individual further agrees to comply with any reasonable regulation or requirement of RSU 19 with regard to the type of activities, hours of use, and time of clean-up.
3. The using organization/individual further agrees that the facilities used will be left in a clean and neat condition with chairs and other furniture restored to normal location, all waste and trash removed from the premises, and facility ready for normal school use without expense to RSU 19.
4. The using organization/individual agrees that, when required, it will utilize the school janitorial department and reimburse RSU 19 for all expense in connection therewith. (Requirements will be due to specialized cleaning needs.)
5. The using organization/individual agrees to be fully responsible for all bodily injuries to third parties on the premises during its period of use or damage to the property of the third parties and to indemnify and hold harmless RSU 19 from any and all loss resulting from claims of third parties arising out of its use of the facilities.
6. The using organization/individual further agrees to provide, where required, proper police protection and supervision at its expense during the time of its usage and to comply with all applicable laws and regulations in its conduct of activities on the premises.
7. The using organizer/individual understands that it cannot transfer this use agreement nor sublet its right of use to any other individual or group without the express authorization of RSU 19 or its authorized representative. (Any attempted transfer is void.)
8. The using organization /individual agrees to report promptly to RSU 19 or its authorized representative all incidents involving damage or loss of property or injury to any person occurring during its usage of the facilities.
9. The using organization/individual is liable to RSU 19 for any expense incurred in cleaning or repairing the premises, replacing property lost, or damages beyond repair when the expenses occurred during the use of the facility by the using organization.
10. The using organization/individual agrees not to allow the use and possession of alcoholic beverages, tobacco, or scheduled drugs on RSU 19 property.
11. A fee may be charged to any organization, private or commercial enterprise or individual who requests use of the facilities for private functions or financial gain. 501-C organizations will not be assessed a fee.
12. When kitchen use is requested, the Food Service Supervisor must be notified due to State and Federal Child Nutrition Laws. Traffic to kitchens not located adjacent to space being utilized shall be restricted to kitchen personnel.
13. Fire exits must remain free of obstruction at all times.
14. Children under the age of 8 require adult supervision on the playground and ball fields.
15. The using organization/individual will furnish a Certificate of Insurance, when applicable, showing a comprehensive general liability limit of one million (\$1,000,000.00) naming RSU 19 as additional insured.

**RSU 19 BUILDING USE APPLICATION**

I, the undersigned individual / representative, would like to use the following space(s) of the

\_\_\_\_\_ on \_\_\_\_\_  
 {Name of School} {Day(s) of Week} {Date(s)}

**EVENT**

\_\_\_\_\_ {Use additional paper if necessary}  
**From** \_\_\_\_\_ AM / PM **to** \_\_\_\_\_ AM / PM for the purpose of \_\_\_\_\_

_____ <b>Gym</b>	_____ <b>Classroom</b>	<b>Fields:</b>
_____ <b>Kitchen</b>	_____ <b>Library</b>	_____ Softball Field
_____ <b>Cafe</b>	_____ <b>Other</b> _____	_____ Baseball Field
_____ <b>Equipment Needed</b> {list}: _____		_____ Football Field

I have read and agree to abide by Policy KF, Community Use of School Facilities. I further give assurance that no alcoholic beverages will be dispensed or consumed on school property, nor will smoking be allowed. I also agree to pay the applicable fee for the use of the facility.

<b>Gym/Room</b>	_____ hours x _____ = \$ _____	<input type="checkbox"/> <b>No Charge</b> (Donations Appreciated)
<b>*Kitchen/Cafe</b>	_____ hours x _____ = \$ _____	
<b>Security</b>	_____ hours x _____ = \$ _____	
<b>Janitorial</b>	_____ hours x _____ = \$ _____	
<b>Field</b>	_____ hours x _____ = \$ _____	
<b>Total Due</b>	\$ _____	Parking lot _____ days = \$ _____
<b>Deposit Received</b>	\$ _____	
<b>Balance</b>	\$ _____	

\_\_\_\_\_ **Certificate of Liability Insurance** {attached if applicable}

State any special conditions or restrictions: \_\_\_\_\_

\_\_\_\_\_ **Printed Name of Resident** \_\_\_\_\_ **Name of Organization** {if applicable}

\_\_\_\_\_ **Signature of Individual** \_\_\_\_\_ **Date**

\_\_\_\_\_ **Mailing Address** \_\_\_\_\_ **Telephone Numbers**

<i>Office Use</i>	<i>*Kitchen Use</i>
_____ Approved	_____ Approved
_____ Denied	_____ Denied

\_\_\_\_\_ **Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Food Service Supervisor Signature** \_\_\_\_\_ **Date**

Reviewed by: \_\_\_\_\_ Facilities Mgr. \_\_\_\_\_ Supt. of Schools