Application For Community Use of School Facilities and Grounds By All Non-School Users

(Submit Completed Application Directly to School/Facility Requested for Use)

The Undersigned hereby makes application on behalf of: ________________________________

for special use of: ____________________________ School, for ____________________________

on: ____________________________ from ____________________________

(Day of Week) (Month / Day / Year) (AM/PM to AM/PM)

(Hours of Use) (Hours of Use)

Number of Persons Expected to Attend: __________ Number of hours facility will be used (include set-up/take-down): __________

Space Requested: ____________________________________________

Will Admission Be Charged? __________ Fees Collected? __________ Donations Solicited? __________

If "Yes", Please Explain: ____________________________________________

Will Anything Be Sold? __________ If "Yes", What? ____________________________________________

The Undersigned certifies that he/she is familiar with Rules and Regulations of Loudoun County School Board for Community and Local Use of Public Buildings, and that such Rules and Regulations and Statutes will be enforced by said user. The Undersigned accepts for the user the full responsibility for any and all damages to school property caused by said use, and for the prompt settlement of claims for such damage. If the School is not notified of a cancellation of a permit by an organization, the Undersigned will be responsible for payment of all fees even though the building or grounds were not used.

INDEMNIFICATION AGREEMENT: In consideration of the Loudoun County School Board granting to the Undersigned the privileges to use certain facilities of the School Board, the Undersigned, if more than one, jointly and severally, hereby agree to indemnify and save harmless the Loudoun County School Board and all employees and members thereof from any and all claims, causes of action, demands, suits, or actions at law and in equity for any loss or personal injury suffered or received by any person arising out of or occurring during the use of any facilities owned or maintained by Loudoun County School Board in connection with the use of said facilities.

In the event of any claim being asserted, the School Board agrees to give the Undersigned written notice thereof as soon after such claim is asserted as is reasonably practical.

PLEASE WRITE CLEARLY

Signature: ____________________________ Title: ____________________________

(Contact Person)

Address of Contact Person: ____________________________________________

Telephone Numbers: (HOME) ____________________________ (BUSINESS) ____________________________ Date Application Filed: __________

Signature: ____________________________ Title: ____________________________

(Person/s Submitting Application)

(Relationship to Group)

If application is processed through the County of Loudoun Department of Parks and Recreation the signature of the Director of Parks and Recreation must be secured below.

Signature: ____________________________ Title: ____________________________

(Loudoun County Department of Parks and Recreation)

The above application has been reviewed in the light of the Rules and Regulations governing school facilities and grounds use in Loudoun County, and the application is:

Approved ______ Not Approved: _________

Signature: ____________________________ Approximate Fees:

(Principal/Facility Administrator)

Title: ____________________________

Date: ____________________________

Space Requested: ____________________________

Supervision/Custodial: __________

Total Approximate Fees: __________

Copy To: Assistant Superintendent for Support Services Organization Requesting Facility Use School/Facility