

**LOUDOUN COUNTY SCHOOL BOARD**  
**21000 Education Court**  
**Ashburn, Virginia 20148**

**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: \_\_\_\_\_ If Other please provide: \_\_\_\_\_  
(If Other Please Fill in Full Name of Organization - DO NOT ABBREVIATE)

for special use of: \_\_\_\_\_ School, for \_\_\_\_\_  
(Name of School) (List Type of Activity)

on: \_\_\_\_\_ From: \_\_\_\_\_  
(Day of Week) (Month / Day / Year) (Hours of Use) (AM/PM) (Hours of Use) (AM/PM)

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

Space Requested: \_\_\_\_\_

If Classrooms are requested please provide number of rooms: \_\_\_\_\_

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: \_\_\_\_\_  
(Printed Name - Contact Person)

Address of Contact Person: \_\_\_\_\_

Telephone Numbers: (HOME) \_\_\_\_\_ (BUSINESS/CELL) \_\_\_\_\_ Date Application Filed: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
(Person/s Submitting Application)

E-mail Address: \_\_\_\_\_  
(Relationship to Group)

**NOTE: 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) Director

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: \_\_\_\_\_  
(Principal/Facility Administrator)

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

Date: \_\_\_\_\_

<b>Approximate Fees: (NOTE: Two-Hour Minimum)</b>
Space Requested: _____
Supervision/Custodial: _____
Total Approximate Fees: _____

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