

Lake City Public Schools
Facilities Use Request Form
Approved 2021

Groups and individuals requesting the use of facilities at Lake City Public Schools must complete this form. Approval will be granted following the priority listed below:

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| 1. Lake City Public Schools Activities | 2. Community Education Activities |
| 3. Booster Club Sponsored Activities | 4. City of Lake City & Community Civic Groups |
| 5. Independent Community Civic Groups | 6. Others as requested |

Scheduled use of facilities are subject to change at the discretion of the Activities Director or Community Education Director.
Lake City Public Schools reserves the right to deny and/or revoke use of facilities.

1. **Damage to the Facilities:** If the facilities or any equipment located on the facilities are damaged by the act, default, or negligence of User, or of User's agents, employees, guests, or any person admitted to the facilities by User, User will pay to Lake City Public Schools, upon demand, such sum as will be necessary to restore the facilities or equipment contained in or on the facilities to their present condition. If the activities or behavior of User or of User's guests require the services of additional security personnel or additional maintenance personnel. User is hereby obligated to pay Lake City Public Schools for those services as deemed necessary by the administration.
2. **Indemnification:** User agrees to so conduct its activities upon Lake City Public Schools' facilities so as not to endanger any person thereon or damage any property and further agrees to indemnify, defend (with counsel acceptable to Lake City Public Schools) and hold harmless Lake City Public Schools, its trustees, officers and employees against any and all claims for injury to person or damage to property (including claims of employees of User or of any contractor or subcontractor of User) arising out of the presence of and activities conducted by User, its agents, members, or guests at Lake City Public Schools' facilities. Without limiting in any way the foregoing, User specifically agrees to pay the costs and expenses of whatever nature for the defense of any action or proceeding at law that may be brought against the Lake City Public Schools, its trustees, officers, and employees upon any such claim and to pay on behalf of Lake City Public Schools, its trustees, officers, and employees, upon demand, the amount of any judgment that may be entered against them in any such action or proceeding.
3. **Insurance:** User is required to maintain and keep in force at User's expense, during the period of use, a policy of General Liability Insurance with the following minimum requirements: evidence of Comprehensive General Liability insurance with coverage for Bodily Injury, Property Damage, and Personal Injury (Personal Injury coverage includes items such as False Arrest, Malicious Prosecution, Discrimination, Humiliation, and Libel, Slander or Defamation of Character) of at least \$1,000,000 combined single limit each occurrence. The evidence of insurance must name "Lake City Public Schools and its agents, servants and employees" as additional insureds with respect to any liability arising out of the use of Lake City Public Schools' facilities. A duplicate copy of the policy or certificate thereof must be received in the Lake City Public Schools Finance Office at least seven (7) business days prior to the date of first use.

List specific dates or days of week and times of day that are being requested in the space below or on a separate attached sheet of paper.

Event: _____ Date(s): _____ Time(s): _____

Organization _____ Responsible Person _____

Address _____ Telephone _____

Email _____ @ _____ Expected Participant Count _____

Facilities being requested (please check):

High School: If location not defined please specify:		
Gymnasium	Jefferson Gym	Auditorium
Cafeteria	Foyer	Library
Classroom	Weight Room	
Bluff View: If location not defined please specify:		
Gym 1	Gym 2	Gym 3
Media Center	Cafeteria	Classroom
PE Area	Baseball Field	Softball Field
Track & Football Complex		
Football Field	FB Practice Area	Track Facilities

Miscellaneous Request (Tables, podium, overhead, etc.) _____

In witness whereof, each party to this Agreement has caused it to be executed on the dates indicated below.

Activities Director/Community Ed Director

Date Approved

Customer Signature