

Muskogee Public Schools Facility Rental Policy

Application for Use of School Facility

All facility rentals start with the Muskogee Public Relations office.

Licensee agrees to provide and maintain, with a reputable insurance company, and at his sole cost and expense, public liability insurance, insuring Licensee and Licensor, Licensor's board members, officers, agents, employees and their successors and assigns as additional named insured against any and all claims, demands or actions for injury to or death of one or more persons in any one occurrence in an amount of not less than Two Million Dollars (\$2,000,000.00) single limit and for property damage to property in an amount of not less than Five Hundred Thousand Dollars (\$500,000.00) made by or on behalf of any person, firm or corporation, arising from, related to or connected with the conduct and operation of Licensee's activity and in the use of the School Facility and in addition and in like amounts covering Licensee's contractual liability under the aforesaid hold harmless, defense and indemnification provisions. Licensee shall provide Licensor with original signed certificates of insurance showing the required coverage to be in effect prior to the use of the School Facility. The certificate shall require that the insurer give Licensor at least thirty days prior written notice of termination or cancellation of the policies. The certificate of insurance shall require that the insurer give Licensor at least ten days written notice or renewal before the expiration date of the policy.

THE LICENSEE AGREES TO ABIDE BY THE LICENSOR'S POLICIES, RULES AND REGULATIONS APPROVED BY THE LICENSOR FOR THE USE OF SCHOOL FACILITIES AS STATED IN EXHIBIT A TO THIS LICENSING AGREEMENT. ANY BREACH OR FAILURE ON THE PART OF THE LICENSEE TO PERFORM THE TERMS AND CONDITIONS OF THE LICENSING AGREEMENT, INCLUDING THE POLICIES, RULES AND REGULATIONS ESTABLISHED BY LICENSOR, SHALL ENTITLE LICENSOR TO CANCEL THIS LICENSING AGREEMENT AT ANY TIME.

The following rules shall be observed:

- (a) No tobacco allowed on school property.
- (b) Possession or use of intoxicating liquors or drugs by any person or group shall not be permitted on school property at any time.
- (c) Persons attending meetings in school buildings shall confine themselves to areas assigned for their use.
- (d) Supervisors shall be in attendance at all times to prevent trespassing in portions of buildings not authorized to be used. The names of supervisors appointed for duty shall be stipulated on the contract and they shall be responsible to whomever the Superintendent of Schools or his designee has placed in charge of the building for the time specified.

Muskogee Public Schools Facility Rental Policy

Application for Use of School Facility

Applicant: _____
 Organization _____
 Address: _____
 _____ Zip Code: _____
 Daytime Telephone: (_____) _____ - _____ Tax exempt ID No. _____
 Email Address _____

Requested Facility: _____
 Purpose of Usage: _____

Rehearsal Dates: _____ Time in: _____ Time out: _____
 Performance Dates: _____ Time in: _____ Time out: _____
 What will be charged as admission? _____ How many will attend the event? _____
 Is a fee waiver requested for the facility charge? _____ Is custodial required? _____

Supervisors responsible	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

FEE WAIVER APPROVED:

Facility Charges.....\$ _____	Yes _____	No _____
Rehearsal Rental _____	Yes _____	No _____
Program Rental _____	Yes _____	No _____
Personnel Charges..... \$ _____		No <u>X</u>
C.N.S. Charges..... \$ _____		No <u>X</u>
Utility Charges.....\$ _____		No <u>X</u>
TOTAL DUE BEFORE USAGE \$ _____		

As building administrator I have made sure there are no conflicts in scheduling the facility and required personnel have been assigned to work the event. All necessary building arrangements have been made.

Building Administrator approval _____ Date _____

Maintenance Directors approval _____ Date _____
 C.N.S Director approval _____ Date _____
 Finance office approval _____ Date _____
 Public Relations office _____ Date _____

THE COSTS OF PERSONNEL AND UTILITIES WILL BE CHARGED ON ALL APPLICABLE CONTRACTS.

If approved, the applicant assures the proper and legitimate use of the school property, and will assume any liability for damage suffered during usage.

Applicant signature: _____ Date: ____ / ____ / ____

Receipt # _____ Licensing # _____

Revised: January 26, 2009