

# Paris High School Facility Application

## General Guidelines

As a service to the community, it is in the interest of Paris High School to make school facilities available to organizations or individuals of the community where feasible. Such use will not interfere in any way with the regular programs and activities of the school. The use of high school facilities for school purposes will have precedence over all other uses. Facilities will only be used/rented to organizations if there is a current certificate of insurance, hold harmless agreement, and application on file with administration.

### Rules and Regulations:

The organization or individual using the facilities is responsible for order and discipline during the use of the facilities. A responsible adult representative shall be present at all times. The organizations or individuals must also have adequate adult supervision to ensure proper care of and use of school facilities. Organizations or individuals using school facilities are expected to adhere to all school policies. Failure to do so could result in cancellation of facility use privileges.

### In addition to school policies, the following rules are of particular note:

1. Pay for any damage to school facilities, furniture, or equipment arising out of its use whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Board's discretion.
2. Supply adequate supervision to ensure proper care and use of school facilities.
3. No smoking or drinking of alcohol beverages is allowed on school property.
4. Do not move any furniture or equipment without prior approval of the administration.
5. Do not attach, nail, or otherwise affix signs, displays, or materials to school facilities without prior approval.
6. Agree to use appropriate emergency procedures including calling 911 for medical emergencies or calling 911 whenever an AED is used.
7. No food or drink is allowed inside the theater. Food may be consumed in the lobby before entering.

### Procedures for Scheduling

Application for the use of school facilities should be made to the Building Principal's office at least fourteen (14) days before the scheduled event, with allowances made in the case of an emergency. Approval to use school facilities will be made by the Principal or Board of Education in keeping with school policies and regulations.

### Liability and Insurance

In addition to the completed Facility Use Application, organizations or individuals must carry insurance, and are required to provide a certificate of insurance which names Paris High School as an additional insured for the period of time that the organization or individual will be using the school's facilities, as well as sign the School's Hold Harmless Agreement. All organizations or individuals are responsible for lost, stolen, or broken equipment and damage to the facility.

### Pricing And Terms

The Principal under any circumstances has the sole authority to deny the use of school facilities in the case of school related functions, or because the rental is not in the best interest of the school or community. All rental fees must be paid prior to the scheduled event date. If for any reason the scheduled event conflicts with any school activity due to oversight, rescheduling, or any other reason any fees paid will be refunded 100%. A pricing sheet is available with the principal. All payments are due 30 days after the date of the event.

## Hold Harmless Agreement and General Release for Use of School Facilities

For and in consideration of the use of Paris High School facilities, Lessee does hereby discharge and fully release Paris High School from any and all damages, injuries, causes of action and liability arising out of the use of Paris High School, including but not limited to, all injuries received or which at any time in the future be received, by any person employed, contracted, or associated by agreement or any other manner with Lessee.

Further, the Lessee does hereby covenant and agree with Paris High School to hold the said Paris High School free and harmless from any and all damages, claims, injuries, or causes of action, to which they may be entitled as a result of the use of Paris High School facilities on said date.

Further, the Lessee does hereby covenant and agree with Paris High School to fully defend, at their expense, any and all suits, causes of action, or any and all other liability which may arise as a result of any damages or injuries which may hereafter be received by Lessee as a result of the use of Paris High School facilities on said date.

Further, the Lessee does hereby covenant and agree with Paris High School to fully pay and reimburse Paris High School for any all damage to Paris High School facilities resulting from Lessee using said facilities on said date.

# Paris High School FACILITY REQUEST FORM

## CONTACT INFORMATION

|                      |  |                                                |  |
|----------------------|--|------------------------------------------------|--|
| Requestor Name:      |  | <input type="checkbox"/> For-Profit            |  |
| Organization Name:   |  | <input type="checkbox"/> Non-Profit            |  |
| Phone   Fax          |  | <input type="checkbox"/> Individual            |  |
| E-mail               |  | <input type="checkbox"/> Public School Request |  |
| Address              |  | <input type="checkbox"/> Other                 |  |
| City, State ZIP Code |  |                                                |  |

## VENUE

**Venue Request:**  PCFA    Library    Cafeteria    Computer Lab    Football Field/Track    Football Practice Field  
 Gym    Tennis Courts    Baseball Field    Softball Field

**Food Service:**    I plan to cater. Name of Caterer: \_\_\_\_\_    I plan to bring my own food.  
**\*\*\*Please note no drinks or food are allowed in the theater.\*\*\***

**Will your participants be charged a fee? If so, how much?**

**Type/Purpose of Event:**

**Anticipated Number of Guests:**

**Name of Insurance Carrier:** \_\_\_\_\_      **Current Limits:** \_\_\_\_\_

## DATE/TIME

|                      |  |                                                                |
|----------------------|--|----------------------------------------------------------------|
| Date of event:       |  | Will you need any additional access to the building? (Explain) |
| Start time of event: |  |                                                                |
| End time of event:   |  |                                                                |
| Time doors open:     |  |                                                                |
| Time doors lock:     |  |                                                                |

## TECHNOLOGY & MAINTENANCE REQUEST

| Check all that apply for the needs of your event:        | Check if you need assistance from Paris High School with this need. | If you have arranged your own support crew, please explain below. |
|----------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Lighting (\$50/hr 4 hr minimum) | <input type="checkbox"/> Yes, we need assistance.                   |                                                                   |
| <input type="checkbox"/> Sound (\$50/hr 4 hr minimum)    | <input type="checkbox"/> Yes, we need assistance.                   |                                                                   |
| <input type="checkbox"/> Assistance with Curtains        | <input type="checkbox"/> Yes, we need assistance.                   |                                                                   |
| <input type="checkbox"/> Chairs                          | <input type="checkbox"/> Yes, we need assistance.                   |                                                                   |
| <input type="checkbox"/> Band Stands                     | <input type="checkbox"/> Yes, we need assistance.                   |                                                                   |
| <input type="checkbox"/> Concert Shell                   | <input type="checkbox"/> Yes, we need assistance.                   |                                                                   |
| <input type="checkbox"/> Tables                          | <input type="checkbox"/> Yes, we need assistance.                   |                                                                   |
| <input type="checkbox"/> Microphones                     | <input type="checkbox"/> Yes, we need assistance.                   |                                                                   |
| <input type="checkbox"/> Computer                        | <input type="checkbox"/> Yes, we need assistance.                   |                                                                   |
| <input checked="" type="checkbox"/> Custodial clean up   | Mandatory \$100/Gym \$125/PCFA                                      | -----                                                             |
| <input type="checkbox"/> Risers                          | <input type="checkbox"/> Yes, we need assistance. <b>Quantity:</b>  |                                                                   |
| <input type="checkbox"/> Other                           | <input type="checkbox"/> Yes, we need assistance.                   |                                                                   |
| <input type="checkbox"/> Other                           | <input type="checkbox"/> Yes, we need assistance.                   |                                                                   |

What items do you plan on bringing into the facility?

## AGREEMENT

1. All fees/expenses are to be paid 30 days after the date of the event.
2. Any damage to property and furnishing will be paid-in-full to Paris High School.
3. A copy of your insurance is attached to this application.
4. You agree to all the guidelines and policies set forth by the Paris High School Board of Education.

## SIGNATURES

|                     |  |                            |  |
|---------------------|--|----------------------------|--|
| Requestor Signature |  | School Authority Signature |  |
| Name and Title      |  | Name and Title             |  |
| Date                |  | Date                       |  |