

COMMUNITY SPONSORED FUNCTIONS: ALL SCHOOLS

Name: _____ Today's Date: _____
Organization: _____
Address: _____
Phone: _____

I, _____, on behalf of (*organization*) _____ request the use of the (Gym, Cafeteria, Football Field, Commons, Classroom) (*circle one*) at (South Hancock, East Hancock, West Hancock, Hancock N. Central, Hancock High, Hancock Middle, or VoTech) (*circle one*) on (*beginning & ending date*) _____ beginning at (*time*) _____ and ending at _____.
Description of the function and reason it is being held: _____
_____.

I agree to abide by the following guidelines (and any additional verbal instructions) set forth by the school principal or superintendent.

1. One set of ceiling lights (IN GYM) must be on during function and lights must be on over bleachers.
2. One security guard on duty during function.
3. No smoking in facility or outdoors at any time. Both indoors & outdoors of all school campuses are tobacco free zones.
4. Sweep all bleachers (both TOP and UNDER bleachers).
5. Mop up any spilled drinks.
6. Wash off all furniture used and return to original place.
7. Clean all bathrooms and flush all toilets.
8. Turn off all lights and fans.
9. Key(s) to facility should be given to a school official or the security guard on duty. He/she will lock doors and set alarm.
10. NO water on gym floors.
11. All trash must be properly disposed of in the **outside** garbage dumpster.
12. If an accident or damage occurs in the facility, the school principal or athletic director should be immediately contacted.

I understand I will be responsible for the set-up and clean-up as well as contacting the maintenance department as to exact date and times of the above function. I agree to hire ____ bonded security guard(s) and report to the principal the name(s) of the security guard that will be on duty. If the premises or any portion of the building or any equipment contained therein is damaged and/or not cleaned properly, I agree to pay the school district the sum of money necessary to restore the premises or equipment contained therein to its present condition. I take full responsibility for any personal injury that may occur during this function and **agree to furnish a copy of our liability insurance for the facility (please attach), said policy naming the Hancock School District as an additional insured there under.**

Signature: _____ (By signing, I agree to all terms of this document.)
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Approved by: _____ (Principal)

Approved by: _____ (Athletic Director) *mandatory for HHS*

Approved by: _____ (Alan Dedeaux, Superintendent)