



YALE PUBLIC SCHOOLS – BUILDING USE CONTRACT

NAME OF GROUP: _____ DATE: _____

ADDRESS: _____ PHONE: _____

DATE OF USE: _____ PURPOSE: _____ HOURS: _____

SIZE OF GROUP: _____ FACILITY/ROOM REQUESTED: _____

BILL TO: _____

ADDRESS: _____

ON SITE SUPERVISOR: _____ PHONE: _____

FEES: Rent: _____ Custodial O/T: _____ Kitchen Supervisor: _____ TOTAL: \$ _____

OTHER EQUIPMENT REQUESTED: _____

- Any group and/or individual that has been granted permission to use the facilities of the school district must plan on adjourning their activities on or about 10:30 p.m., in order that the janitor may have the building closed by 11:00 p.m. Any group or individual wishing to use the building later than 11:00 p.m., must secure special permission from the Superintendent of Schools.
- A custodian must be maintained in the building at all times during the period of use and is to be paid for all time accrued beyond his/her normal work day.
- If use of the kitchen is desired, a school cook must be hired to direct the use of and cleaning of all kitchen equipment.
- In requesting permission to use school facilities, the requesting parties agree to abide by and to enforce all rule and regulations established by the YALE PUBLIC SCHOOL BOARD OF EDUCATION governing the use of school facilities.
- The organization accepts full responsibility for the proper use and care of the building and facilities and agrees to reimburse the school district for any damage caused through their use.

**The user agrees to defend, indemnify and hold harmless the School District, its boards, employees, and representatives from any and all claims, actions, suits, and judgements and expenses including claims, costs, attorney fees and damages in connection with its activities resulting in loss of life, bodily or personal injury, product liability claims and/or damage to property arising from or out of us by the User or its agents, members, partners, associates, or employees, or any portion of the School District.*

**The User shall, at its own expense, keep in full force and effect until the cessation of its activity a commercial general liability (CGL) insurance policy having limits of not less than One Million Dollars (\$1,000,000) for each occurrence and in the aggregate combined single limits for bodily injury, personal injury and property damage. In addition, the policy shall name the School District as an Additional insured on the policy. Prior, o use, user agrees to provide the school district evidence of in-force coverage with Certificate of Insurance.*

SIGNATURE

ORGANIZATION

BUILDING PRINCIPAL SIGNATURE

CC: Applicant: ____
 Building Office: ____
 Head Custodian: ____
 Business Office: ____