



APPLICATION FOR USE OF SCHOOL PROPERTY

Out-of-School Entities

Date of application _____ Facility being requested _____

Name of Organization _____

Name of Contact Person / Applicant _____

Address of Contact Person _____

Phone Number(s) of Contact Person(s) _____

Date(s) and Time(s) requested _____

Purpose of requested use of facilities _____

Name of insurance company providing Liability/Property coverage _____

(Please attach certificate of insurance **naming Guthrie Public Schools** as an additional insured party.)
Minimum Coverage: \$125,000 liability coverage for any claim arising from a single occurrence; \$1,000,000 liability coverage aggregate for any single occurrence. In addition, \$25,000 property coverage.

Is the requested use of school property a profit-making operation? Yes No

Will your organization require access to:

Cafeteria Gymnasium Athletic fields
 Kitchen Auditorium Playgrounds
 Other _____
(Specify)

Will your organization need to use:

PA system Projectors Screens
 Spotlights Stage scenery Piano
 Other _____
(Specify)

Principal's Approval _____ Date _____

Superintendent's Approval _____ Date _____

Note: Payment for use of facilities must be received in the office of the superintendent at least seventy-two hours in advance of the approved scheduled event. Applicants must present a copy of the treasurer's receipt issued to them at the time of payment to gain access to the requested facility.

I have received, read, and understand the GPS School Policies G8 & G9 hereby included with this application form and agree to abide by them in every respect and detail.

Signature _____ Printed Name _____ Date _____

This form is to be approved/signed initially by the Site Principal, then sent to Michelle Chapple, Chief Financial Officer, at the Admin Building or via email at michelle.chapple@guthriepps.net for final approval.