

**ST. JOHN THE BAPTIST PARISH SCHOOL BOARD  
USE OF FACILITIES REQUEST/LEASE FORM**

APPLICATION NUMBER: \_\_\_\_\_

1. Name of School to be used: \_\_\_\_\_
2. Ares to be used (Gym, Grounds, Cafeteria.): \_\_\_\_\_
3. Date to be used: \_\_\_\_\_ Time from: \_\_\_\_\_ to \_\_\_\_\_
4. Name of individual or group using the facility:  
\_\_\_\_\_
5. Name, address and telephone number of responsible person: \_\_\_\_\_  
\_\_\_\_\_
6. Will the kitchen be used? Yes [  ] No [  ]
7. Description of function to take place: \_\_\_\_\_
8. Number of persons expected to attend: \_\_\_\_\_
9. The correct fee has been paid in full to the school board office?  
(\$ 200 normal rental, \$ 100 repass and \$ 100 grounds)
10. In the event that approval is granted, I hereby agree that:
  - a. I have been informed of, understand and will abide by the "Use of School Facilities Policy."
  - b. I have signed the "release and Indemnity Agreement" on the reverse side of this form.
  - c. If the event is cancelled by administration during the event (because it does not conform to school board policies), the fees will not be refunded.
  - d. I have provided proof of liability insurance per board policy.

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE INDIVIDUAL

\_\_\_\_\_  
DATE

( ) APPROVED BY PRINCIPAL

\_\_\_\_\_  
DATE

TYPE OF RENTAL (NORMAL, REPASS, GROUNDS, COOP ENDEAVOR) \_\_\_\_\_

( ) RECOMMENDATION BY PRINCIPAL TO DENY-

\_\_\_\_\_  
DATE

REASON TO DENY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ST. JOHN THE BAPTIST PARISH SCHOOL BOARD  
RELEASE AND INDEMNITY AGREEMENT**

I, \_\_\_\_\_ for and on behalf of  
\_\_\_\_\_. (hereinafter referred to as indemnitor)

For and consideration of the use of the premises (including, by way of illustration, parking areas, buildings, stadium, meeting rooms, and/or gymnasium) on the campus of \_\_\_\_\_, located in \_\_\_\_\_ Louisiana on or about the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_:

Do hereby release, remise, discharge, and forever acquit the St. John the Baptist Parish School Board and its agents, employees, servants, and representatives including but not limited to the individual School board members, the Superintendent of Schools, the Principals, Assistant Principals, Teachers, and School Personnel (hereinafter referred to as indemnitee) who are connected or in any way involved with said school facilities or the use thereof, from

Any and all liability or fault of any kind or nature whatsoever, arising out of or in anyway connected with said use of school facilities, even if caused by the fault or negligence of indemnitee.

Indemnitor further agrees to hold harmless and indemnify the indemnitee from any and all claims, suits, costs, or expenses of any kind of nature, including but not limited to settlement amounts, or in any way connected with any accidents, occurrences, or other incidents which happen during or associated with the use of the school facilities by indemnitor or any of its agents, servants, employees, or other representatives, even if such accidents, occurrences, or other incidents arise out of the fault or negligence of indemnitee.

Indemnitor finally agrees to accept the facility as is and not hold the School Board liable for the condition of the building.

The responsible party will be given 30 minutes after the event to vacate the building. Event time will be determined by the custodian's time card.

In witness on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ and hereby warrant that I have been duly authorized to do so on behalf of the aforementioned individual or organization.

\_\_\_\_\_  
INDIVIDUAL OR ORGANIZATION

\_\_\_\_\_  
RESPONSIBLE PERSON

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINCIPAL AS WITNESS

\_\_\_\_\_  
DATE