

## **GOVERNMENTAL USE FUNCTIONS: ALL SCHOOLS**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

I, \_\_\_\_\_, on behalf of (*organization*) \_\_\_\_\_ request the use of the (Cafeteria, Library, Commons, Classroom) (*circle one*) at (South Hancock, East Hancock, West Hancock, Hancock N. Central, Hancock High, Hancock Middle, or Career Tech) (*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. No smoking in facility or outdoors at any time. Both indoors & outdoors of all school campuses are tobacco free zones.
2. Mop up any spilled drinks.
3. Return all furniture to original place.
4. Turn off all lights.
5. 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.
6. All trash must be properly disposed of in the **outside** garbage dumpster.
7. If an accident or damage occurs in the facility, the school principal or athletic director should be immediately contacted.

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.

I understand that I am responsible for establishing who my contact for admittance to the facility will be. I also understand I will be responsible for the set-up and clean-up. 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.

Signature: \_\_\_\_\_ (By signing, I agree to all terms of this document.)  
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Approved by: \_\_\_\_\_ (Athletic Director)

Approved by: \_\_\_\_\_ (Principal)

Approved by: \_\_\_\_\_ (Superintendent)