

# Nome Elementary School - Facility and Equipment Use Application

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## Must be completed by applicant

The undersigned hereby makes application to use (School Facility) \_\_\_\_\_ on behalf of (Name of Organization or Individual) \_\_\_\_\_ for, (Describe Activity) \_\_\_\_\_.

Date: (If only one day) \_\_\_\_\_  
(If Continuous) Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
Hours: \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

To be held: \_\_\_ on time only; \_\_\_ Weekly; \_\_\_ Monthly; \_\_\_ More than once a week  
Approximate number of participants/spectators per day: \_\_\_ Youth \_\_\_ Adult  
Activity is for: \_\_\_ NES Students; \_\_\_ NES Staff/Faculty; \_\_\_ BHS Students; \_\_\_ BHS Staff/Faculty; \_\_\_ open to the public

*Nome Public Schools reserves the right to require the applicant to provide liability insurance coverage. Applicant has current liability coverage? \_\_\_ Yes \_\_\_ No*

## Room(s)/Area(s) requested

\_\_\_ Music Room      \_\_\_ Commons Area      \_\_\_ Gym      \_\_\_ \*Kitchen  
\_\_\_ Classroom(s) \_\_\_\_\_      \_\_\_ POD Area \_\_\_\_\_  
\_\_\_ Library      \_\_\_ Equipment (AV, Scoreboard, Sound, Chairs)

\_\_\_ Kitchen Equipment (Freezer, Cooler, Pots, Pans) \_\_\_\_\_

\*Food handlers card required

## Supervisor and Billing Information

Supervisor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Charges for facility use (if any) will be paid by:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ ZIP: \_\_\_\_\_

## Term and Conditions

- I agree to be responsible for the conduct of the participants and spectators in and about the building and for any damage beyond ordinary wear and tear which may occur to school property incident to my occupancy and/or uses thereof, and I also hereby agree to defend, indemnify and hold harmless the Nome Public School Board from any and all claims, loss, cost, or damage rising out of the use of the building covered by this application; and I further agree that the school property will be used in accordance with rules and regulations of the Nome Public School Board and Nome Elementary School. Smoking, or the use of any drug, alcohol, or tobacco product, is prohibited on all Nome Public Schools property including buildings and outdoor areas. The applicant agrees to adhere to the Federal and State OSHA Standards on Blood borne Pathogens.
- Nome Public Schools reserves the right to require the applicant to provide liability insurance which covers the applicant, the applicant's activity, and includes the Nome Public Schools as an additional named insured. The applicant's insurance will be primary before the District's insurance coverage.
- Nome Public Schools is non-discriminatory, and users must be non-discriminatory. The user agrees not to discriminate against individuals on the basis of race, religion, disability, sex, or age in the use of district facilities. The user agrees to provide to a qualified individual with a disability an opportunity

to participate in or benefit from the aid or service that is equal to that afforded others involved in the user's program or activity.

- Food handling and preparation in Nome Public School facilities must comply with FDA rules for Alaska Food Handlers.
- If the building is not to be used on the date requested, the school office will be notified at least 48 hours prior to the event. Failure to provide 48 hour notification of cancellation will result in a minimum two-hour custodial charge.
- Failure to pay all charges in full will result in denial of future uses.
- Users of school facilities agree to abide by conditions imposed by the school.

\_\_\_\_\_  
Signature of Authorized Representative (Required)      Date

### Fee Schedule Worksheet (to be completed by school/facility)

Facility	Days of Use (x)	Hours of Use (x)	Fee per Hour (=)	Total
Common Area			\$15.00	
Gym			\$25.00	
Classroom(s)			\$15.00	
Library			\$15.00	
Kitchen			\$25.00	
Music Room			\$15.00	
Other Fees		Hours of Use (x)	Fee per Hour (=)	Total
Equipment Usage	i.e. – Ovens, Stoves, AV, Computers, Chairs, Etc.		\$15.00	
Custodian(s)			\$50.00	
Cafeteria Worker			\$50.00	
Chaperone			\$50.00	
Tech/AV Assistant			\$50.00	
Other				
Grand Total				

### Must be completed by school

The following must be completed prior to submitting application to building principal.

\_\_\_ Completed application is signed by applicant

\_\_\_ Fee Schedule Worksheet is complete

\_\_\_\_\_  
Signature of Principal (Required)

\_\_\_\_\_  
Date

Nome Elementary School reserves the right to cancel this permit at any time.

\_\_\_ Approved

\_\_\_ Denied

\_\_\_\_\_  
Signature of Superintendent (Required)

\_\_\_\_\_  
Date