

**IOWA-GRANT SCHOOL DISTRICT
BUILDING OR GROUNDS USE REQUEST FORM**

NAME: _____ DATE OF APPLICATION: _____
(Person, Group, Organization)

PLEASE SUBMIT COMPLETED BUILDING/GROUNDS USE FORM TO APPROPRIATE BUILDING SECRETARY

AREA OF BUILDINGS OR GROUNDS REQUESTED FOR USE: (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> High School Library | <input type="checkbox"/> Elementary/Middle School Library |
| <input type="checkbox"/> High School Gymnasium | <input type="checkbox"/> Elementary/Middle School Gymnasium |
| <input type="checkbox"/> High School Grounds Area | <input type="checkbox"/> Elementary/Middle School Gymnasium |
| <input type="checkbox"/> High School Classrooms(s) | <input type="checkbox"/> Elementary/Middle School Grounds Area |
| <input type="checkbox"/> High School Technology Education Area | <input type="checkbox"/> Elementary/Middle School Classroom(s) |
| <input type="checkbox"/> High School Kitchen | <input type="checkbox"/> Elementary/Middle School East Mezzanine |
| <input type="checkbox"/> High School Other | <input type="checkbox"/> Elementary/Middle School Kitchen |
| | <input type="checkbox"/> Elementary/Middle School Other |

(Explain Other)

(Explain Other)

DATE(S)/TIMES(S) PARTY IS REQUESTING TO USE BUILDING OR GROUNDS:

Date(s) _____ Address & Phone No.: _____
(Contact Person)

Times(s) _____ Signature: _____
(Contact Person Please sign and print signature)

By signing this document, I am assuming all liability for this (person, persons, groups, or organizations) requesting to use the building or grounds, and am responsible for all damages to the facilities and/or grounds. I am also assuming responsibility for supervision of the specific area of buildings or grounds requested and limiting my use to the specific authorized area. I further agree that I save and hold harmless the Iowa-Grant School District for and against any and all claims that may arise as a result of this activity.

**FOR OFFICE USE ONLY
APPROVAL/DISAPPROVAL OF BUILDING OR GROUNDS USE REQUEST**

Approve Disapprove _____
(Check one) (Signature of Head Maintenance) (Date)

Explanation of Disapproval or Applicable Restrictions: _____

A \$25.00 PER HOUR CLEAN-UP FEE WILL BE ASSESSED, IF CLEAN-UP IS INADEQUATE.

IN LIEU OF BUILDING USE FEES, IOWA-GRANT SCHOOLS GREATLY APPRECIATES DONATIONS!

Attached is a check-out form for all users of the kitchens and gyms. This form needs to be completed, signed and left at the site upon completion of the event.