
EQUIPMENT

Groups may use desks, chairs and tables located in the room or facility designated for the group's use, but otherwise a permit to use district facilities does not give permission for a group to use district equipment such as interactive whiteboards, computers, electronic equipment, projectors, kitchen appliances, scoreboards or athletic gear. The superintendent or designee may provide access to equipment at his or her discretion and may charge a fee or a security deposit for its use.

Please list any equipment needed: _____

REQUIRED DOCUMENTATION

Please attach the following documents to this application:

- IRS Letter verifying nonprofit status
- Proof of Insurance
- Indemnity and hold harmless agreement
- Applicable fees and deposits

SIGNATURE

I, and the group/entity I represent, agree to pay the applicable fee(s) for the use of district facilities including, but not limited to, any required security deposits, personnel costs, equipment rental fees and insurance costs.

I, and the group/entity I represent, understand that district equipment cannot be removed from district property. I, and the group/entity I represent, agree to exercise care in protecting district equipment and to prevent damage to district equipment. In the event that damage to district property occurs, regardless of the cause, I and the group/entity I represent, agree to reimburse the district for the repair or replacement of the equipment at the district's discretion.

I understand that I am responsible for the actions of the group meeting, and I will arrive before the activity begins and remain until all participants leave.

Signature as Individual and Representative of Group or Entity

Date _____

Comments:

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented:

Revised:

West Platte County R-II School District, Weston, Missouri