

# Campbell County School District

## APPLICATION FOR USE OF SCHOOL BUILDINGS/FACILITIES EQUIPMENT

A. Building/Facility/Equipment to be used: Building \_\_\_\_\_ Room \_\_\_\_\_  
 Facilities Agnes Center Parking Lot Equipment \_\_\_\_\_  
 Other (Please explain) \_\_\_\_\_

B. Organization requesting use: Post 42 Legion Baseball /thru CC Rec. Dept. Yes ☐ No ☒  
 How many participants? \_\_\_\_\_

C. Will admission be charged? Yes ☐ No ☒ If yes, fee charged (amount & description): \_\_\_\_\_

D. Is this a community service project? Yes ☐ No ☒ If yes, indicate how community benefits: \_\_\_\_\_

E. Function to be performed? Conference ☐ Recital ☐ Meeting ☐ Physical Activities ☐ Musical/Concert ☐  
 Other (list activity) North Stars Amusement Carnival

F. Use: Short Term: Date 6/15/17 - 6/17/17 Day of Week (please circle): Mon/Tues/Wed/Thurs/Fri/Sat/Sun  
 Time: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. (first person in to last person out)  
 Long Term: Inclusive Dates: \_\_\_\_\_ to \_\_\_\_\_  
 Time: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. (first person in to last person out)  
 Dates Excluded: \_\_\_\_\_

\*NOTE: NO SCHOOL SPONSORED YOUTH ACTIVITY IN DISTRICT BUILDINGS AFTER 6:00 P.M. ON WEDNESDAY NIGHTS.

G. Special Conditions/Equipment needed: \_\_\_\_\_

H. Person in charge/responsible: Nate Revleberry / Jerry Bunker Head Coach  
 (Typed or Printed Name) (Title)  
 Complete Mailing Address: 4 Republic Lane Telephone (Home) 257-1466 (Gunn)  
Collette, Wyo 82716 (Work) 689-4542 (Nate)

### CONDITIONS FOR BUILDING USE

1. All users shall leave the building by 10:00 p.m.
2. Food may be allowed only in certain restricted areas.
3. No alcohol or controlled substances or person(s) under the influence of alcohol or controlled substances are allowed on District properties.
4. Building supervisors will have access to the facilities at all times.
5. The person who signs the application is solely responsible for the care and protection of the building, grounds, and equipment and must see that the condition of the facility after the activity is the same as, or better than, its condition before the activity.
6. Scheduled activities may be canceled because District activities have first priority.
7. A schedule of events or explanation of planned activities must be furnished upon request.
8. Building supervisors will have the right to revoke privileges of outside groups at any time for just cause and may establish building-specific conditions for community use of facilities.
9. Buildings will not be committed to outside groups for extended periods of time.
10. Users must, as a condition of use, assume full liability for any personal injuries and for theft of personal or School District property.
11. Specific rules for individual buildings will be furnished by the supervisor in charge.
12. No "tipping" of school employees is allowed.
13. Groups bringing in equipment will state its intended use. This is to avoid damage to the building.
14. Groups will confine themselves to the area of the building they have permission to use.
15. Adult supervision is required of all activities.
16. Schools reserve all concession rights.
17. The person who signs the application is responsible to contact the building supervisor with changes or to cancel the building use at least 7 days prior to the scheduled activity.
18. No school-sponsored youth activities will be scheduled in District buildings after 6 p.m. on Wednesday nights.
19. Policy 4336 - As of March 1, 2004, the use of tobacco products by employees, patrons, and visitors on any School District property is prohibited.

I have read and agree to adhere to the above conditions: ☒ Yes ☐ No

Signature: [Signature] Date: 3-17-17

### FOR SCHOOL DISTRICT USE ONLY

Date Received at School: 3-17-17

Special Instructions/Building Comments: \_\_\_\_\_

Custodial Staff Assignment: \_\_\_\_\_

Charges: ☒ No Charge ☐ \$ \_\_\_\_\_ per hour \_\_\_\_\_ Hours \$ \_\_\_\_\_ Total Charge

Approved: ☒ Disapproved: ☐ Principal Signature: Philip Richard Date: 3-21-17