DUNCAN PUBLIC SCHOOLS
Use of Facility Application Form
(Complete all lines)

School Name _____ Categorical Group Number _____

Name of Applicant _____ Date _____

Organization _____ Business Phone _____

Address _____ Home Phone _____

Date(s) Facility Requested _____ Time(s) _____

Number of Participants _____ Cost to Participants _____

Will Admission be charged? _____ How Much? _____

Intended Use for Proceeds _____

Facility Requested _____ _____ Rate _____$0_____

Liability Insurance Verifications - Copy must be attached when filed.
Liability insurance is required to be furnished by all facility users unless exempt by policy.
Minimum liability insurance coverage shall be:

1. $100,000 property damage
2. $100,000 personal injury each accident or occurrence
3. $1,000,000 aggregate

Other Equipment Needed _____None_____

Cost to Applicant _____ Deposit Required_____

Additional Expenses for Use of Facility

a. Custodian - one custodian minimum at $15.00 per hour
Estimate of hours required (this should include time for cleaning after the event) _____

b. Light/Stage Crew - Person trained to operate lighting system at $15.00 per hour Estimated Hour
_____

c. Sound Technician - Person trained to operate sound equipment at $15.00 per hour
._____

d. Kitchen Personnel - contact site cafeteria supervisor concerning use of kitchen equipment and/or personnel.
Additional questions may be addressed to Becky Barnes, Director of Child Nutrition, 580-255-0686.

DOESN'T APPLY TO RENTAL

e. Additional Personnel _____

You will be responsible to replace or repair any damages to equipment or property.

Signature of Applicant _____Date _____

Approval of Principal/Athletic Director _____Date_____

Approved by District Administrator _____ Date _____