

**SCHLESWIG COMMUNITY SCHOOL**  
**INDIVIDUAL REQUEST FORM FOR THE USE OF SCHOOL FACILITIES**

1. PERSON REQUESTING KEY: \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE \_\_\_\_\_ E-Mail Address \_\_\_\_\_

2. FACILITY REQUESTED FOR USE: (Circle) **GYM - FITNESS CENTER –WALKING TRAIL**

3. ANYONE USING SCHOOL FACILITIES MUST ACKNOWLEDGE THE FOLLOWING:

- a) FIRE EXIT LOCATIONS ARE KNOWN AND ACCESSIBLE FOR EMERGENCY USE BY OCCUPANTS AT ALL TIMES AS THE LAW REQUIRES.
- b) STATE LAW AND SCHOOL POLICY WILL BE OBSERVED REGARDING POSSESSION AND USE OF TOBACCO (OR SIMILAR PRODUCTS/E-CIGARETTES) ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES ON THE PREMISES.
- c) KEYHOLDER AGREES TO PAY FOR ANY DAMAGES OCCURRING TO SCHOOL PROPERTY DUE TO THE ACTIVITIES OF KEYHOLDER(S) OR GUEST(S).
- d) AGREE TO ACCEPT THE LIABILITY FOR ANY ACCIDENTS OR INJURIES OCCURRING DURING USE OF THE FACILITIES. SIGNED FACILITY USE AGREEMENT MUST BE ON FILE WITH THE DISTRICT PRIOR TO USAGE.
- e) TO RESERVE PART OF THE CENTER FOR GROUP USAGE, A SEPARATE SIGNED FACILITY REQUEST FORM MUST BE COMPLETED AND ON FILE WITH DISTRICT PRIOR TO USE FOR EACH EVENT.
- f) ANYONE USING SCHOOL FACILITIES IS RESPONSIBLE FOR LEAVING THOSE FACILITIES IN THE SAME, OR BETTER, CONDITION AS THAT IN WHICH THEY WERE FOUND.
- g) KEY DEPOSIT MUST BE PAID IN FULL PRIOR TO USE.

4. FAMILY MEMBERS COVERED BY THIS AGREEMENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(SEE FACILITY USE REGULATION FOR AGE REQUIREMENTS FOR FACILITY USAGE)

**"I AGREE TO COMPLY WITH TERMS AND CONDITIONS SET FORTH IN THIS APPLICATION."**

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

**COMPLETED APPLICATION AND FEES MUST BE TURNED IN TO THE ADMINISTRATION OFFICE NOT LESS THAN ONE WEEK PRIOR TO REQUESTED USE DATE. SCHLESWIG SCHOOL DISTRICT RESERVES THE RIGHT TO CANCEL RESERVATIONS.**

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FOR OFFICE USE ONLY:

Key deposit \$50.00 \_\_\_\_\_ DATE REC'D \_\_\_\_\_

Key ID # \_\_\_\_\_ DATE ISSUED \_\_\_\_\_

APPROVING OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_

TRAINING OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_