



**Friendship Public
Charter School**
GRADES PRE-K3 TO 12

APPLICATION TO USE FACILITIES

This form must be received in the Friendship Public Charter School Real Estate Department at least twenty (20) working days prior to the proposed use. For more information, call the Business Manager at the school you wish to use for your event. The Principal's approval is needed prior to submitting this application to the Real Estate Department.

DATE OF APPLICATION: _____ **SCHOOL:** _____

NAME OF USER/ORGANIZATION: _____

ADDRESS: _____ **TELEPHONE:** _____

_____ **FAX:** _____

_____ **EMAIL:** _____

CONTACT PERSON: _____ **24-HOUR PHONE:** _____

DESCRIPTION OF PROPOSED USE: (Attach a brochure, flyer, etc. describing your activity)

Specific Area Requested: Auditorium _____ Gymnasium _____ Cafeteria _____ Kitchen _____

Other: Conf. Room 301 _____ Conf. Room 302 _____ Conf. Room 358 _____ Conf. Room 364 _____

Period of Requested Use:	Hours (FromTo)	Days (Mon – Sun)	Date (Month/Day/Year)
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_____	_____	_____
_____	_____	_____
_____	_____	_____

TYPE OF USER:	Friendship School Related: _____ PTA OR HSA _____ FPCS Program or Activity _____ Other	Non-Friendship School Related: _____ Religious Organization _____ Non-profit Group _____ Other
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USER: _____

APPLICATION TO USE FACILITIES

Check if applicable to proposed use: More than 100 persons expected to attend: _____ Handling of money: _____

How is the program funded? FPCS _____ Grant _____ User Organization _____ Other _____

Who is staffing the event? FPCS Staff _____ FPCS Parents/Students _____ Outside Users _____ Paid Staff _____

Is there a charge to the attendees? Yes _____ No _____ If yes, how much? \$ _____

I hereby agree to be bound by the terms of the Application to Use Facilities and to abide by the pertinent rules of the Friendship Public Charter School Board. Furthermore, I agree to make final arrangements and publicize this activity ONLY after written approval has been received.

User Signature: _____

Date: _____

NOTE: All Users must immediately vacate the premises, as a result of a court order, construction, or inclement weather. This agreement may be cancelled for the convenience of Friendship Public Charter Schools.

INSURANCE INFORMATION:

User/Organization using a Friendship Public Charter Schools facility must provide proof of the following insurance coverage:

- General Liability - \$1,000,000 per person for bodily injury and \$3,000,000 per incident.
- Property Damage - \$200,000 per incident with an aggregate of \$500,000.

All users must sign the Friendship Public Charter Schools Assumption of Risk and Indemnification Form. A copy of the User's Certificate of Insurance must be submitted along with the Assumption of Risk and Indemnification Form, at least 48 hours prior to entering the building.

Failure to provide an acceptable Certificate of Insurance at least 48 hours prior to entering the building will result in cancellation of the event at User/Organization's sole expense – to include any expenses incurred by Friendship Public Charter School in preparing for the event.

The following information must be accurate. (False information will be cause for immediate termination of the agreement.)

Name of Insurance Company: _____

Policy Number: _____

Name of Insurance Agent: _____

Telephone: _____
