

**Greater Albany Public School District  
Facility Usage Request**



Event Title: \_\_\_\_\_  
Event Description: \_\_\_\_\_  
\_\_\_\_\_

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Day Phone: \_\_\_\_\_  
Evening Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Billing Address: \_\_\_\_\_ City / Zip Code: \_\_\_\_\_  
Area/Room: \_\_\_\_\_ Building: \_\_\_\_\_  
Location: \_\_\_\_\_ Room(s): \_\_\_\_\_  
Event Date Start: \_\_\_\_\_ Event Date End: \_\_\_\_\_  
Start Time: \_\_\_\_\_ am pm End Time: \_\_\_\_\_ am pm  
Set-Up Time: \_\_\_\_\_ am pm Breakdown Time: \_\_\_\_\_ am pm  
Days of the Week: S M T W Th F S

**Insurance Information:** Insurance is required, event insurance can be obtained at  
<http://pace.osba.org/Benefits/Articles/Service-TULIP.aspx>

Company: \_\_\_\_\_ Coverage: \_\_\_\_\_  
Policy No.: \_\_\_\_\_ Dates: \_\_\_\_\_ To: \_\_\_\_\_

**Setup Requirements:** Some set up may incur additional charges.

Athletic Fields: \_\_\_\_\_ Lighting: \_\_\_\_\_  
Bleachers: \_\_\_\_\_ Scoreboards: \_\_\_\_\_  
Climate Control: \_\_\_\_\_ Security: \_\_\_\_\_  
Sound System: \_\_\_\_\_ Custodial: \_\_\_\_\_  
Chairs/Tables(number): \_\_\_\_\_

Additional Information: \_\_\_\_\_  
\_\_\_\_\_

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Facility Use Request Approved:      Yes       No

**Office Use:**

Facility Fee: \_\_\_\_\_  
Misc. Charges: \_\_\_\_\_ Building Administrator: \_\_\_\_\_  
Total Charges: \_\_\_\_\_ Date: \_\_\_\_\_

It is mutually understood in this agreement that the organization will abide by all the Greater Albany Public School District's rules governing community use of district facilities and be totally responsible and liable for their activities. The organization agrees to indemnify, defend and hold harmless the Greater Albany Public School District from any and all liability arising from any act or omission related to the use of district facilities, including, but not limited to the content or any activities occurring on district property. It is further understood that the area used will be left in an orderly condition, and that the organization will assume full responsibility for any unnecessary breakage or destruction of property beyond normal use. A Certificate of Liability Insurance in the amount of \$2,000,000 must accompany this form. Under special circumstances, the district may accept a signed Waiver of Insurance.