

HENNIKER SCHOOL DISTRICT
NON-SCHOOL FACILITIES USE FORM

ORGANIZATION: _____ DATE: _____

ADDRESS: _____

We hereby request the use of Henniker School District facilities for (list room/area requested):

Equipment needed: _____
(Any equipment needed MUST be requested at this time. No equipment will be provided unless specifically requested.)

Type of activity: _____

Date of activity: _____ Approximate # of people expected: _____

Time Facility to be used: From _____ To: _____
Please note set up time if different: From _____ To: _____

Signature of person in organization who is to be responsible: _____

Address: _____ Phone #: _____

Organization's Liability Insurance Company: _____

Limits of Liability Coverage: _____

The above named organization hereby agrees to indemnify, hold harmless and defend the Henniker School District, the District's employees and officers against any legal action brought as a result of the organization's use of the facilities.

The above named organization hereby certifies that it has liability insurance to cover all events and people for which it will be using the facilities. The above named organization agrees to supply to the Henniker School District a copy of its liability insurance policy and also to name the Henniker School District as a named insured on that policy.

The members of the above organization agree that the person signing this waiver/release form has authority to act on behalf of the organization and binds all members to the terms of this waiver as if they had individually signed.

Roster: Attach copy of roster or list participants on the back of this form

Police Dept. contact: _____ Date: _____
Fire Dept. contact: _____ Date: _____

*******OFFICE USE ONLY*******

BLDG & GROUNDS DIRECTOR: _____ Date: _____

FOOD SERVICE DIRECTOR: _____ Date: _____

PRINCIPAL: _____ Date: _____

FORM & INSURANCE CERTIFICATE MUST BE RETURNED TO THE HENNIKER COMMUNITY SCHOOL OFFICE TWO WEEKS PRIOR TO THE EVENT FOR ALL APPROVALS.

THE HENNIKER SCHOOL DISTRICT RESERVES THE RIGHT TO CANCEL ANY FUNCTION WHEN IT CONFLICTS WITH A SCHOOL ACTIVITY.