



MUSTANG PUBLIC SCHOOLS

Use of Facility Form

GENERAL INFORMATION

APPLICANT

Organization:

Name of Applicant:

Billing Address:

E-mail

Contact Person:

Telephone (Cell)

Telephone (Other)

EVENT DETAILS

Name of Activity:

Purpose of Activity:

Date(s) Requested:

Day(s) Requested

Facility **Entry** Time:

Facility **Exit** Time:

Actual Performance if
applicable) Start Time:

End Time:

Expected Number of
Participants

Expected Number of audience (if applicable)

RESPONSIBILITIES OF THE APPLICANT:

- Read the "Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form. A copy of the board approved rental sheet (2031.1) is enclosed for your use in completing this form.
- **Read and sign** Felony Check and Sex Offender Registry statement (2030.2). This form needs to be **notarized**.
- Provide a **certificate of insurance for each request**. It is the responsibility of the organization to provide a Copy of an updated insurance verification if the certificate expires during the time frame that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled board meeting**.
- **Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

The user shall file a liability insurance policy with the Mustang Board of Education. Limits of liability shall not be less than:

\$100,000.00 Property Damage
\$100,000.00 Personal Injury each accident or occurrence
\$100,000.00 Aggregated (all claims for anyone occurrence)

The policy shall reflect an additional named insured: **Mustang Board of Education**
Mustang Public School District I-69
Mustang, Oklahoma 73064

**Current Insurance
Verification Provided:**

Yes

No

Expires:

FACILITY REQUESTED: (Please refer to Policy #2030A the rental fees)**Mustang High School**

Cafeteria

Commons Area

MHS Soccer Practice Field

Kitchen

Wrestling Room

Classroom/s

MMS (South Middle School)**MNMS (North Middle School)****MCMS (Central Middle School)**

Cafeteria

Cafeteria

Cafeteria

Kitchen

Kitchen

Kitchen

Wrestling Room

Commons Gym

Gymnasium

Gymnasium

Gymnasium

Softball Field

Softball Fields

Softball/Baseball Field

Classroom/s

Classroom/s

Classroom's

Horizon Intermediate**Canyon Ridge Intermediate****Meadow Brook Intermediate**

Main Gymnasium

Gymnasium

Gymnasium

Auxiliary Gym

Cafeteria

Cafeteria

Cafeteria

Cafeteria & Stage Area

Cafeteria & Stage Area

Elementary Schools (Please Select a Site)**Elementary Facilities**

Mustang Elementary

Creek Elementary

Cafeteria

Centennial Elementary

Valley Elementary

Kitchen

Lakehoma Elementary

Prairie View Elementary

Gymnasium

Trails Elementary

Riverwood Elementary

Playing Field

Mustang Education
Center (MEC)

Main Conference Room Only

Classroom/s

Custodial Fees: Custodial fees apply for the use of cafeterias, gymnasiums, wrestling rooms and classrooms. Fees are only charged for Saturday and/or Sunday use with a two (2) hour minimum.

Number of participants:

Number of Mustang Students participating:

Will Admission be
charged

Special Equipment
Needed

AGREEMENT:

* We(I)

understand that we (I) are (am) to assume all

damages to facilities, disappearance of equipment and costs of unauthorized usage.

* We (I). assume full liability for the care and the use of facility and agree not to hold Mustang Public Schools liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these event(s).

* We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy by us (me), our (my) employees, guests, members, participants and invitees

Representative's Signature: _____

Date:

OFFICE USE ONLY

Estimated Charge for Use of Facility:

Rental of Facility:

Custodial Costs:

Other Cost:

TOTAL COST:

SIGNATURES:

Chief Operations Officer:

Date:

Athletic Director (If Applicable):

Date:

Assistant Superintendent of Schools:

Date:

President of Mustang Board of Education:

Date: