This user request form is required for use of Cache County School District Property. This is not a confirmation of your request. Once received by the Cache County School District (the District), we will reply as soon as possible. If your request is approved for use as a Civic Center below, it will constitute a permit for use of this property pursuant to UCA § 53A-3-413, 414. The Cache County School District is thereby not liable for any claims, injuries, or lawsuit arising from use of District property under UCA § 63-7-301 (5).

Date Submitted ________________________________

Contact Name: ___________________________________________________________________

Organization: ________________________________

Address: ________________________________________________________________________

Phone: ___________________________ Email: _________________________________________

Type of Activity ___________________________________________________________________

Date(s) Requested _________________________________________________________________

Location ________________ How Many People Expected? _______

Facility: Gym ____________ Auditorium ______________ Classroom _______ Other __________

Sound and Lights ____________ Microphone/Stand _________ __________ Other _________

User Category (1, 2, 3, 4, 5) _______

Category 5 Users: a certificate of insurance must be provided and the Request for Use of School Facilities Agreement form is required.

Non Profit (Yes/No)? ___________ If yes, a 501c3 form may be required.

Rental Charges: Calculate charges using the Facility Rental Rates form

Total Charges $__________

Below for School Use Only

Your request has been Approved _______ Declined ________________

Notes ____________________________________________________________________________

Permit

Your request is approved for use of District facilities/property at (location) ________________________________

Date(s): ___________________________ Time(s): ___________________________

You are hereby granted this PERMIT to use District property as described above. Use at your own risk. The District is immune from liability for your use pursuant to UCA § 53A-3-413-414 and §63T-7-3012 (5). You are advised to obtain insurance for your own liability.

Approved by: ________________________________ Date: ___________________________