

FACILITIES USE REQUEST
Warren/Alvarado/Oslo
Independent School District No. 2176

Mail to: Warren/Alvarado/Oslo High School
 Denelle Narlock
 224 East Bridge Ave.
 Warren, MN 56762

Email: dnarlock@wao.k12.mn.us
 Phone: 218-745-5393 ext.1209

Organization or Group: _____

Responsible Person for Organization or Group: _____

Responsible Person is required to be present at all times during the use of school property and Responsible Person and their Organization or Group are responsible for any damage to school property.

**WARREN/ALVARADO/OSLO SCHOOL DOES NOT PROVIDE INSURANCE FOR
 NON-SCHOOL SPONSORED ORGANIZATIONS**

Facility Requested _____

Date of Use _____ From _____ am/pm To _____ am/pm

Event Start Time: _____ End Time: _____

Equipment Needed or Special Set Up _____

By signing this form, the Organization, using the school property agrees to defend, including reasonable attorney's fees and costs, and to indemnify and hold harmless the school from any property damage, death, or injury to any person or property occurring upon or arising out of the use of or attendance on school property. The Organization, hereby release any negligence by school associated with this contract or activity of the organization. All usage shall have approval from the superintendant and his/her designees. All decisions are final.

Signature of Responsible Person _____
 (Must have authority to bind Organization)

Date _____ Cell Phone # _____

Email Address _____

You will be contacted by email or phone if this request is approved/disapproved.

**SHOULD SCHOOL CLOSE FOR ANY REASON (SNOWSTORM OR ANY EMERGENCY) THIS
 REQUEST IS CANCELED WITHOUT RESPONSIBILITY ON PART OF THE SCHOOL DISTRICT.**

<p>FOR OFFICE USE ONLY This request is _____ Approved _____ Not Approved</p> <p>Approved By _____ Date _____</p> <p>Class _____ Hours Using Facility _____ Facility Fee _____</p> <p>Custodial Fee _____ Approximate Labor/Facility Fee _____</p> <p><i>*The amount given above is an approximate amount. You will be billed after the event.</i></p>	<p>Gym Use: _____</p> <p>Superintendent Approval: _____</p> <p>Custodians: _____</p>
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