

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The undersigned sponsoring organization, agrees that in consideration for use of the school facility and/or its equipment and supplies, that it will defend, indemnify and hold harmless Independent School District No. 2168, New Richland-Hartland-Ellendale-Geneva, Minnesota, its officers, agents and employees from and against any claim, loss expense, or damage to any person or property occurring on or to the premises, facilities or equipment used by the sponsoring organization, its servants, employees, agents, or invitees arising out of the sponsoring organization's use of the School District's premises, facilities, equipment or supplies arising out of the activities conducted on the school premises by the undersigned sponsoring organization.

Organization requesting use: _____

Contact Person _____ E-mail Address _____

Home Phone _____ Work or Cell Phone _____ Fax: _____

Address: _____ City _____ Zip _____

Contact Person's Signature _____ Date _____

Admin./Com. Ed. Dir. Signature _____ Date _____

Room(s) Requested _____ Ellendale/New Richland (circle one)

Date(s) Requested _____ Time(s) Requested _____

The following criteria have been established by the School Board of Independent School District No. 2168 in scheduling the use of the school:

1. Educational functions of the school.
2. Public school-related activities.
3. Public school-related organizations.
4. New Richland-Hartland-Ellendale-Geneva Recreation Association
5. Non-educational activities and organizations.

The school principals may reserve any part of the building and grounds for school purposes.

Reminder:

1. **Please leave the room and equipment the way you found it!**
2. **School cannot assume responsibility for lost items.**
3. **All accidents must be reported to the school district within 24 hours.**
4. **Please report all damages to the site facilitator or custodian.**

RENTAL FEES

Class I – Non-Profit	Class II- Non-Profit (Fundraiser)	Class III - Profit
FREE	NR Gym- North/South \$50 per day Ell Gym- North/South \$50 per day Cafeteria \$25 per day Music Room \$25 per day Media Center \$25 per day Classroom \$15 per day Entire Building TBD	NR Gym-North/South \$100 per day/\$25 minimum Ell Gym-North/South \$100 per day/\$25 minimum Cafeteria \$50 per day Music Room \$50 per day Media Center \$50 per day Classroom \$25 per day Entire Building TBD

For Administration Only:

1. Site facilitator, custodian, or kitchen personnel who will be working for the event. (circle) Ellendale/NR building
2. Does the request require overtime under the rules of the ISD #2168 Board?

Copies To:

Applicant _____ Maintenance _____

Athletic Director _____ Kitchen _____

Media Center _____ Office Manager _____