Wayne School District
FACILITIES USER REQUEST FORM AND PERMIT

Date Submitted __________________________________________________________

This user request form is required for use of Wayne School District. This is not a confirmation
of your request. Once received by Wayne School 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 and 414. Wayne School District is thereby not liable for
any claims, injuries, or lawsuit arising from use of school property under UCA §63G-7-301(5).

Name of Renter:____________________________________________________
Organization: ________________________________________________________
Address: _____________________________________________________________
Phone __________________________ Email ________________________________

Type of Activity ______________________________________________________
Date(s) Requested _____________________________________________________
Preferred Location _____________________________________________________
How Many People Expected? _____________________________________________

Resources: Gym _____ Auditorium _______ Classroom _______ Other___________
Sound and Lights_____ Microphone/Stand _______ Other ________________
Will you be charging an admission fee? _______________ How much? __________
Will be earning income/selling items? __________ What products? __________

For Profit Organization? _______ If yes, a certificate of insurance must be provided.
Non Profit? _______ If yes, a 501(c)(3) form must be provided.

Signature of Renter: _____________________________________________________

Below for Office Use Only

Your request has been Approved _____ Declined _______ Reason_______________
Rental Charge: ____________________________________________ ++________

PERMIT

Your request has been approved for use of school property at (location) ________________
__________________________ at these times: ____________________________.

You are hereby granted this PERMIT to use Wayne School 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 and 414 and §63G-7-301(5). You are advised to obtain insurance for
your own liability.

Approved by: _________________________________ Date: ______________________

Insurance Waived - Approved by School Board President: ________________ Date: ______