

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: \_\_\_\_\_