

**TULSA PUBLIC SCHOOLS**  
**APPLICATION FOR ONE-TIME USE OF SCHOOL FACILITIES**  
**AND FACILITIES USE AND LICENSE AGREEMENT**

To be filed **10 days before the event** in the Facilities Utilization Office, Education Service Center, 3027 South New Haven Avenue, Phone (918) 746-6534, Fax (918) 746-6565  
 Mailing Address: P.O. Box 470208, Tulsa, Oklahoma 74147-0208 Web Page Address: [http://www8.tulsaschools.org/6\\_Community/rent\\_facility\\_main.asp](http://www8.tulsaschools.org/6_Community/rent_facility_main.asp)

**NOTE:** Approval required from Principal's office at school regarding availability of space desired before submitting application.

Request approved by **X** \_\_\_\_\_  
*Principal's Signature (or person who schedules events)*

- Check one:  School affiliated event  
 Cooperative event with school  
 Outside event

Name of School to be Used \_\_\_\_\_ Date of Application \_\_\_\_\_  
 Must be in Facilities Utilization Office **10 days** before event

Organization/Person Requesting Use ("Licensee") \_\_\_\_\_

Authorized Representative of Licensee \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Daytime Telephone \_\_\_\_\_

Space and time requested (*no other facilities will be provided unless checked and time of usage is indicated, i.e., 7 p.m. - 9 p.m.*):

- |  |  |
|--|--|
| _____ <input type="checkbox"/> Auditorium  | _____ <input type="checkbox"/> Gymnasium: <input type="checkbox"/> Main <input type="checkbox"/> Auxiliary |
| _____ <input type="checkbox"/> Dressing room: <input type="checkbox"/> Boys' <input type="checkbox"/> Girls' | _____ <input type="checkbox"/> Swimming pool   |
| _____ <input type="checkbox"/> Cafeteria (dining room only)  | _____ <input type="checkbox"/> Other (describe): _____   |
| _____ <input type="checkbox"/> Classrooms (see below)  | _____  |

Number of classrooms needed: \_\_\_\_\_ Indicate room numbers: \_\_\_\_\_


Date(s) of Requested Use \_\_\_\_\_ Day(s) of Week \_\_\_\_\_ Time: from \_\_\_\_\_  a.m.  p.m. to \_\_\_\_\_  a.m.  p.m.

Date(s) of Requested Use \_\_\_\_\_ Day(s) of Week \_\_\_\_\_ Time: from \_\_\_\_\_  a.m.  p.m. to \_\_\_\_\_  a.m.  p.m.

Purpose of Requested Use (i.e., Recital, Concert) \_\_\_\_\_

Will you charge any fee? (i.e., Admission, Tuition)  No  Yes How much? \_\_\_\_\_ Anticipated attendance \_\_\_\_\_

**LICENSEE AGREES TO PAY THE AMOUNT SPECIFIED ON THE INVOICE FOR USE OF THE SCHOOL DISTRICT'S FACILITIES. LICENSEE AGREES TO PAY SUCH AMOUNT AT LEAST 72 HOURS IN ADVANCE OF THE DATE OF USAGE. LICENSEE FURTHER AGREES TO PAY ADDITIONAL AMOUNTS BILLED AFTER THE DATE OF USAGE FOR MISCELLANEOUS EXPENSES THAT COULD NOT BE KNOWN PRIOR TO THE DATE OF THE EVENT.**

All payments will be made by check or money order payable to the Tulsa Public Schools, or by 

Licensee agrees to comply with the rules and regulations of the Board of Education governing the use of school buildings.

Licensee agrees to release, hold harmless, and indemnify the School District, its agents, and its employees from any and all liability regardless of the source and regardless of the type of claim which may occur or arise out of, directly or indirectly, the Licensee's occupancy and use of the School District's facilities. In addition to the foregoing release and indemnity, and not in lieu thereof, Licensee shall furnish the School District, not less than seventy-two (72) hours prior to use of the School District's facilities and equipment, with a certificate of insurance showing that there is in force a combined single limit liability policy in the amount of at least \$1,000,000 in which Licensee is named as insured and the School District is named as an additional insured. Nothing contained herein shall be construed to limit or waive the School District's immunity from liability under the law now in existence, or existing in the future.

The rights and privileges granted to the Licensee by this Agreement may not be assigned or transferred without prior written consent of the School District. No waiver of any portion of this Agreement shall be effective unless in writing and signed by the School District and Licensee. This Agreement with any items incorporated by reference shall constitute the entire Agreement between the parties and supersedes all prior negotiations and agreements.

The possession, service, sale, or consumption of intoxicating beverages, beer, illegal drugs, or tobacco products of any type on any property owned by the School District is expressly prohibited. The possession or use of such items by persons in the employ of Licensee or persons acting on behalf of Licensee shall constitute cause to terminate this Agreement and immediately remove Licensee from School District property.

This Agreement is terminable at the will of the School District upon thirty (30) days advance notice to Licensee.

Licensee's use of the School District's facilities shall not interfere with the School District's use of the facilities or adjoining property of the School District. If another event is scheduled on the School District's property during the time covered by this Agreement, the School District shall inform Licensee and the parties shall agree to arrangements to ensure that coordination is made for the events.

The School District reserves the right to refuse admission, eject, or cause to be ejected from the School District's facilities any objectionable person or persons, and neither the School District nor any of its administrators, agents, or employees shall be liable to Licensee for any damages that may be sustained by Licensee through the exercise by the School District of this right.

Licensee will take care to use the School District's facilities and any ancillary equipment of the School District in a careful and prudent manner so as to prevent any loss, defacement, or damage to them. Licensee is liable to the School District for the damages, repair, or replacement of any items damaged during its use of the School District's facilities.

Licensee warrants and represents that it is authorized to sign this Agreement and by signing this Agreement binds itself, its affiliates, members, successors, and assigns.

Licensee: \_\_\_\_\_ School District: \_\_\_\_\_  
 Signature of Authorized Representative of Licensee Signature of Facilities Utilization Specialist

**INCOMPLETE FORM MAY DELAY OR VOID THIS APPLICATION**