



**SAUNDERS CATHOLIC SCHOOLS  
FACILITIES USEAGE POLICY**



**APPLICATION:**

Name of Group: \_\_\_\_\_ Number of People: \_\_\_\_\_

Sponsor/Coordinator: \_\_\_\_\_ Parish: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Numbers: Main Phone: \_\_\_\_\_ Other: \_\_\_\_\_ E-mail: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

Date of Use\*: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_  
 (\*If multiple dates are requested, include on separate sheet)

Recurring event:  NO  YES Schedule: \_\_\_\_\_

Name of school sponsor who will be supervising event: \_\_\_\_\_

Special Requests: \_\_\_\_\_

**SAUNDERS CATHOLIC SCHOOLS  
GYM /FACILITY USAGE POLICY**

1. A representative/employee of the organization renting the one of the gyms is required to be in the gym during the activity. Please give the name and contact number of the employee/representative who is responsible for supervision of the activity to the Bishop Neumann Athletic Director or school administrator.
2. A school sponsor is also required to supervise the gym from the start to the finish of the activity. It is the responsibility of the organization renting the gym to find a school sponsor. Please notify the Bishop Neumann Athletic Director or administrator who is supervising the gym.
3. At the completion of the activity a building use checklist should be filled out and signed by the employee/representative and the school sponsor.
4. The organization renting the facility is required to clean up the gym, restroom and locker room areas if they were used. If you would prefer to hire the school janitor for these duties a set fee will be agreed upon prior to the use of the facility.
5. The gym rental for organizations is \$20.00 per hour for organizations that are not sponsored by the schools. This does not include the use of the main scoreboards at the high school.
6. When an Application to use the gym or facility conflicts with another Application, the Applications will be accepted according to the following priority order:
  - 1st Priority: Community/Non Profit activities that are sponsored by SCS schools
  - 2nd Priority: Non-Profit organizations that serve to benefit the needs of the Catholic students
  - 3rd Priority: For-Profit organizations or individuals that serve to benefit the needs of the Catholic families

I have read and agree to comply with the Diocesan and Saunders Catholic Schools Facility Usage Policies.

\_\_\_\_\_  
Signature Printed Name Date

This signed application by the aforementioned SPONSOR/COORDINATOR indicates that the SPONSOR/COORDINATOR agrees to defend, protect, indemnify and hold harmless the Diocese of Lincoln and Saunders Catholic Schools, including Bishop Neumann High School, St. Wenceslaus Grade School and St. John Nepomucene Grade School, against and from all claims arising from the negligence or fault of the aforementioned SPONSOR/COORDINATOR or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the identified facility usage at Saunders Catholic Schools.

The SPONSOR/COORDINATOR agrees to provide a certificate of insurance to Saunders Catholic Schools, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence listing the Diocese of Lincoln and Saunders Catholic Schools as "Additional Insureds" on its general liability policy for the dates of the facility usage in relationship to the type of facility usage. The insurance must protect against claims which arise out of SPONSOR/COORDINATOR'S operations or are brought against the Diocese of Lincoln and Saunders Catholic Schools by the SPONSOR/COORDINATORS' employees, agents, partners, family members, students, customers, function attendees, guest, invitees, organizational members or associates. The SPONSOR/COORDINATOR also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against the Diocese of Lincoln and Saunders Catholic Schools.

If the SPONSOR/COORDINATOR is unable to obtain sufficient general liability coverage, the SPECIAL EVENTS INSURANCE must be purchased.

If and only if the SPONSOR/COORDINATOR fails to comply with the above paragraphs, facility usage will be denied.

Initials of event SPONSOR/COORDINATOR \_\_\_\_\_

FOR OFFICE USE ONLY

Fee Charged: \_\_\_\_\_ School Sponsor Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Usage Fee: Cash  Check (#) \_\_\_\_\_ Insurance:  Certificate Provided  Special Events  N/A

**SAUNDERS CATHOLIC SCHOOLS  
ADULT HOLD HARMLESS/INDEMNITY AGREEMENT FORM**

Parish/School/Institution: \_\_\_\_\_

Activity Participant or Facility User: \_\_\_\_\_

Dates (s) of Activity/Usage: \_\_\_\_\_

Type of Activity/Usage: \_\_\_\_\_

The above named Activity Participant or Facility User agrees to defend, protect, indemnify and hold harmless the above named Parish/School/Institution against and from all claims arising from the negligence or fault of the above named activity Participant or Facility Users or any of their agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above named Activity or Usage at the above names Parish/School/Institution.

Additionally, the above named Activity Participant or Facility User agrees to protect, defend, hold harmless and fully indemnify the above named Parish/School/Institution for any claim or cause of action whatsoever arising out of the above named Activity/Usage which takes place during the above identified Date (s) of Activity/Usage that is brought against the Parish/School/Institution by the above named Activity Participant or Facility User or their family members. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

Sign by: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_