

FACILITY USE HANDBOOK

July 1, 2013–June 30, 2014



**Arizona School Risk Retention Trust, Inc.
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TABLE OF CONTENTS

Introduction.....	1
Risk Assessment Evaluation.....	1
Application Procedure.....	1
APPENDIX A. ADD'L INFORMATION ON 3 rd PARTY LIABILITY INSURANCE.....	3
APPENDIX B. SAMPLE EVENTS AND THEIR HAZARD CLASSIFICATION.....	4

ATTACHMENTS

- Attachment 1: Facility Use Guidelines
- Attachment 2: Facility Use General Liability Questionnaire
- Attachment 3: Sample Facility Use Agreement
- Attachment 4: Prospective Occupant Checklist
- Attachment 5: Emergency Numbers Sheet

Introduction

District-owned facilities may be made available for public use pursuant to Arizona Revised Statutes §15-1105. Many districts have adopted the spirit and intent of this law by opening district facilities to the public. In doing so, however, a district may not subject itself or its residents to liability not otherwise assumed in the normal course of operations. When districts decide to make school facilities available to the public, therefore, a process for compliance with state statute should be in place. Three key elements of a successful facility use program—compliance with restrictions on facility use for political purposes; a risk assessment evaluation; and an application procedure—are discussed below.

Facility Use for Political Purposes

Arizona Revised Statutes §15-511 governs the use of school district resources or employees to influence elections. The Arizona Attorney General has also issued guidelines that should be consulted before permitting the use of college property for any political purpose. These guidelines can be viewed by clicking “Use of School District or Charter School Resources to Influence the Outcome of Elections (2004)” at this Web site: <http://www.azag.gov/SchoolGuidelines/index.html>.

Risk Assessment Evaluation

The recommended risk assessment evaluation should include: (1) a walk-through of the facility, permitting the district and the applicant to evaluate potential risk to event attendees and to the district as a result of the event; and (2) distribution and, as necessary, discussion of a set of guidelines designed to promote safe facility use. The guidelines should alert applicants to their responsibility to maintain a safe environment for the event and to protect the district facility. (See Attachment 1: Facility Use Guidelines, for sample guidelines.)

Application Procedure

When a prospective occupant requests the use of a facility, the district and prospective occupant should complete the following steps.

Step 1: provide occupant with handbook

At least *10 business days* prior to the date of the event, the district should give the occupant a copy of this handbook and have the occupant follow the procedures outlined herein.

Step 2: verify completion of necessary paperwork

After the occupant has had adequate time to review the handbook, the district should verify that the following have been reviewed, completed, signed, and returned:

- Facility Use Guidelines,
- Facility Use General Liability Questionnaire (see Attachment 2),¹
- Facility Use Agreement (see Attachment 3), and
- Prospective Occupant Checklist (see Attachment 4).

The district should then sign and date the completed Facility Use Agreement. If the occupant is able to provide evidence of liability coverage, no further action is required by the district. However, the district should retain all information for Trust review in the event a claim occurs in conjunction with the use of the facility.

If the occupant is unable to provide evidence of liability coverage, the occupant must complete Step 3.

Step 3: purchase liability coverage

Arizona Revised Statutes §15-1105 requires that occupants provide evidence of liability coverage to the district prior to facility use. Should the occupant not have the necessary coverage, it may be purchased through Entertainment Brokers International (EBI). The EBI program provides low-cost general liability insurance to third-party users of various venues and facilities. This coverage is designed to protect both the facility user and the facility itself against claims based on injury or lost property as a result of the event. (For additional details on the purchase of general liability insurance through EBI, please see Appendix A.)

Please note: Insurance must be purchased at least one day before the scheduled facility use.

¹ This questionnaire lists information about the event, including number of attendees, equipment involved, and contact information. This document can be used to gather in a single place all information relevant to the event.

APPENDIX A. ADDITIONAL INFORMATION ON THIRD-PARTY LIABILITY INSURANCE

The policy available through Entertainment Brokers International (EBI) has a \$1,000 deductible for bodily injury/property damage on a per-claim basis, which the occupant is responsible for in the event of a claim. The occupant should follow the facility use procedures established by the district, and all fees must be paid by VISA or Mastercard credit/debit card in advance of facility use. (The policy premium is based on the risk associated with the event or activity; the number of days utilized; the number of participants; and any special requirements, including alcohol liability, food service, etc.)

Occupants may purchase coverage directly through the EBI Web site: <https://www.ebi-ins.com/tulip/>. Once payment is completed via the Web site, coverage is bound, and a certificate of insurance is issued via email to the insured, the district, and the Trust.

To obtain a copy of the general liability policy or to see a list of policy exclusions, please go to <https://www.ebi-ins.com/tulip/>, or contact EBI at (800) 507-8414 (8:30 a.m.–5:00 p.m. PST, Monday–Friday).

Both the district and the occupant should note the following points about the available third-party liability coverage:

1. EBI reserves the right to deny coverage to any organization that does not meet the underwriting criteria set for the facility use program.
2. The terms and conditions of the district's policy supersede this handbook and will apply to any and all facility use contracts.
3. EBI will not cover bodily injury, or medical expenses resulting from such bodily injury, to any person injured while practicing for or taking part in any athletic or sports contest or exhibition that is being held at the district and is described in the coverage summary.

**APPENDIX B. SAMPLE EVENTS AND THEIR
FACILITY USE HAZARD CLASSIFICATION**

Class 1. Low Hazard			
Anniversary Parties	Card Shows	Debuts	Poet
Antique Shows	Caricature Sketching	Drill Team Exhibitions	Poetry Reading
Art Festivals and Shows	Carolers	Educational Exhibitions	Professional and Amateur Association Meetings
Auctions	Cartoonist	Electronics Conventions	Puppeteer
Auto Shows—Auto Static Only	Casino Nights	Face Painters	Quinceanera
Award Presentations	Chamber of Commerce Events	Fashion Shows	Recitals
Baby Shower	Charity Benefits, Dances, Auctions, or Sales	Flower and Garden Shows	Reunions—Indoors
Ballet or Other Classical Dance Shows	Choirs—Indoors	Fundraising Dinner	RV Shows
Balloon Artists	Church Services or Meetings	Funeral Service	Scouting Jamborees—No Overnight Camping
Banquets	Civic Club Meetings	Graduations	Seances
Baptism	Classic Dance Shows	Harvest Festivals—No Farm Implements or Equipment	Seminars
Bar Mitzvahs/Bat Mitzvahs	Computer Shows	Holiday Events & Parties/Gift Exchanges	Social Receptions—Indoors
Bazaars	Concerts—Celtic Music	Home Shows	Speaking Engagements
Beauty Pageants	Concerts—Chamber Music	Jazz and Jam Concerts—Indoors	Store Openings
Belly Dancer	Concerts—Classical Music—Indoor	Jewelry Maker	Storyteller
Birthday Parties	Concerts—Holiday Music	Job Fairs—Indoors	Symphony Concerts
Boat Shows—Dry Dock Only	Concerts—Instrumental	Ladies' Club Events	Teleconferences
Body Building Contests	Consumer Shows	Lecture (Instructional Classes)	Telethons
Book Signing	Conventions—Indoors	Luncheons	Trade Shows—Indoors
Bridal Showers	Craft Shows	Meetings—Indoors	Vacation Shows
Business Meetings and Shows	Dance Competitions	Mime	Ventriloquist
Business Parties	Dance Recital	Mobile Home Shows	Voter Registration
Camera Shows	Debutant Balls	Pageants	Weddings and Receptions
			Yodeler

**APPENDIX B. SAMPLE EVENTS AND THEIR FACILITY
USE HAZARD CLASSIFICATION, CONTINUED**

Class 2. Average Hazard			
Bingo Games	Concerts—Blues Music	Fishing Events	Meetings—Outdoors
Card Games—Black Jack	Concerts—Classical Music— Outdoors	Golf Events—Non- Professionals	Menorah Lighting
Card Games—Poker	Concerts—Country Music	Impersonator—Celebrity or Holiday Character	Picnics—No Pools or Lakes
Carnivals—School Events with No Mechanical Rides	Concerts—Folk Music	Impressionist	Reunions—Outdoors
Chess Tournament	Concerts—Funk Music	Jazz and Jam Concerts— Outdoors	School Band Competitions or Events
Choirs—Outdoors	Concerts—Motown	Job Fairs—Outdoors	Soap Box Derbies
Christmas Tree Lighting	Concerts—Soul Music	Jugglers—No Pyrotechnics	Social Receptions—Outdoors
Clowns—No Motorized Vehicles	Dog, Cat, Bird, & Other Domestic Animal Shows/Events	Magician	Trade Shows—Outdoors
Comedians	Easter Egg Hunt	Mariachi Band	Union Meetings
Concerts—50s, 60s, 70s, or 80s Music	Festival and Cultural Events— Indoors	Math Tournament	Video Game Contests

**APPENDIX B. SAMPLE EVENTS AND THEIR FACILITY
USE HAZARD CLASSIFICATION, CONTINUED**

Class 3. Moderately High Hazard			
Aerobics and Jazzercise Classes or Events	Cornfield Mazes	Lacrosse	Proms
Amateur Rodeo and Roping Events	Country Western Events—No Rodeos or Rides	Laser Tag—Indoors	Rugby
Baseball—Amateur	Country Festivals and Fairs—No Rides	Livestock Shows	Soccer
Basketball—Amateur	Festival and Cultural Events—Outdoors	Magic Show	Softball—Amateur
Bicycling—No Racing/Off-road	Film Screenings	Marathons—Walking & Running, Attendees 500 and Under	Sporting Events—Indoors—Non-Professional
Block Parties/Street Closures/Street Fairs—Under 5,000 Spectators	Film Showings	Mobile Homes/RV Shows—Professionally Managed	Talent Show—No Rap, Hip Hop, Heavy Metal Shows
Bowling Tournaments	Golf Tournament—Daytime	Movie Release Party	Tap Dancing
Boxing, Wrestling, Hockey, and Football Games—Amateur	Gymnastic Competitions—Spectators Only	New Year's Party—Private/By Invite Only	Tennis Tournaments
Casino and Lounge Shows	Halloween—Costume Contests	Old Timer Events	Theatrical Stage Performances
Cheerleading Events/Competitions—No Pyramids	Grad Night	Parades—Under 5,000 Spectators	Volleyball—Amateur
Comedy Shows	Ice Skating Shows	Play Readings	Wagon Rides/Hay Rides
Company or Corporate Retreats	Junior Athletic Games	Plays	Walking/Hiking Tour
Concerts—Pop Cover Bands	Karate Meets	Pool and/or Billiard Tournaments	Wine Tasting

ATTACHMENT 1: FACILITY USE GUIDELINES

Facility Use Guidelines

General Safe Practices

The occupant shall adopt and follow safety measures during its operations at the district facility.

Cooperation

The occupant is expected to cooperate with district personnel to promote safe operations. The occupant should review the specific facility use guidelines below, and any additional safety and security recommendations, with district personnel prior to use of the facilities.

Facility Use Guidelines

Facility use shall be conducted in compliance with all applicable statutes, rules, and regulations, and with district policy.

The occupant shall require participants to wear appropriate clothing, and shall furnish such clothing if necessary.

The occupant shall observe district vehicle parking guidelines. The occupant shall not allow any parking in areas marked with red, indicating a fire lane.

The occupant shall maintain all occupied facility areas in a clean, well-organized manner.

If playground equipment is used, the occupant shall provide adult supervision of at least one adult for every 20 children using equipment.

If the property (or premises) will be used for an athletic activity, occupant shall comply with the requirements of A.R.S. Section 15-341(A)(24) regarding concussions and head injuries.

Any electrical tools, appliances, or extension cords used by the occupant shall be in good condition. Extension cords are to be taped to the floor to avoid a trip hazard.

All means of access or egress shall be identified by the occupant and communicated to participants.

The occupant shall identify and inform participants of any areas in which travel is not permitted.

Roadways and sidewalks to be used shall be inspected by the occupant and must remain clear of obstructions during use.

All materials used shall be properly handled, stored, or stacked.

The occupant shall provide signs and markers necessary to inform participants of rules and maintain the facility in a safe manner.

The occupant shall not smoke, nor serve or use alcohol or narcotic drugs, during use of the facility, with the exception of the consumption of alcohol if permitted by the district, subject to the district's policies and procedures.

The occupant shall maintain a list of emergency agencies and phone numbers at all times.

The occupant shall provide adequate supervisory personnel to ensure that the foregoing guidelines are implemented and followed during facility use.

Occupant (organization) name: _____

Occupant contact name (print): _____

Occupant contact signature: _____ Date: _____

ATTACHMENT 2: FACILITY USE GENERAL LIABILITY QUESTIONNAIRE

Facility Use General Liability Questionnaire

Facility: Arizona School Risk Retention Trust, Inc. (0524)

District: _____

1. Name of occupant: _____
2. Occupant contact name: _____
Phone: _____
3. E-mail address: _____
4. Mailing address: _____
5. City: _____ State: _____ Zip: _____
6. Name and address of specific school facility/location to be used: _____

7. Name and description of event: _____

8. Have you held this event before? _____
9. If yes, were there any losses or claims? _____
10. Will there be armed private security at this event or activity (not including police officers who are on or off duty)? _____
11. Date(s) of event: _____ Number of days: _____
12. Beginning time of event: _____ Ending time of event: _____
13. Average number of participants/attendees per day: _____
14. Is the event indoors or outdoors? (Circle one.) If outdoors, will it be fenced? _____
15. Admission price: _____ Estimated gross receipts: _____

16. Are seats temporary or permanent construction? Describe seating provided (e.g., folding chairs, bleachers, etc.): _____
17. Is seating reserved or general admission? _____
18. Do you require liquor liability coverage? _____
19. Number of exhibitors who do not sell products or services and who will not provide their own insurance? _____
20. Number of concessionaires who sell non-food products or services and who will not provide their own insurance? _____
21. Number of concessionaires who sell food products and who will not provide their own insurance? _____
22. Number of attractions (performer, etc.) who will not provide their own insurance? _____
23. Is a stage involved? _____ If yes, is it temporary or permanent? _____
24. Is temporary lighting or sound involved? _____ If yes, who is responsible for rigging/operation? _____
25. Will occupant provide ushers? _____
26. Is the purchase of food and/or drink required of participants? _____

Occupant contact signature: _____ Date: _____

Occupant contact name (print): _____

Occupant contact title (print): _____

District representative signature: _____ Date: _____

District representative name (print): _____

District representative title (print): _____

NOTE: OCCUPANT IS RESPONSIBLE FOR ANY APPLICABLE INSURANCE DEDUCTIBLE.

ATTACHMENT 3: SAMPLE FACILITY USE AGREEMENT

**ARIZONA SCHOOL RISK RETENTION TRUST, INC.
FACILITY USE AGREEMENT BETWEEN**

District name: _____

AND

Name of organization using facility: _____

1. PARTIES

The parties to this agreement (the "Agreement") are _____,
hereinafter referred to as "DISTRICT", and _____,
hereinafter referred to as "OCCUPANT."

2. RECITALS

This Agreement is made based upon the following facts:

2.1 OCCUPANT has requested that DISTRICT make available the
_____ ("FACILITY") to be
used by OCCUPANT for occasional use as a/an
_____.

2.2 OCCUPANT represents that FACILITY will only be used for the
purpose so stated.

3. USE

When using FACILITY or any portion thereof, OCCUPANT agrees to comply with all applicable federal, state, and municipal laws and regulations, and with the policies and regulations of the DISTRICT pertaining to the use and occupancy of FACILITY. OCCUPANT agrees to take good care of FACILITY and any equipment and furniture located therein, and to leave FACILITY at all times in as good order and condition as existed prior to OCCUPANT's use thereof. OCCUPANT shall not use or allow any portion of FACILITY to be used for any unlawful purpose. OCCUPANT shall not commit or allow to be committed any waste or nuisance in or about FACILITY or subject FACILITY to any use that would damage any portion of FACILITY or raise or violate any insurance coverage maintained by DISTRICT. OCCUPANT shall not allow a number of persons in any portion of FACILITY at any time in excess of the legal or normal capacity of such portion of FACILITY. OCCUPANT shall not permit any food, drink, or smoking in any portion of FACILITY without the prior written consent of DISTRICT. OCCUPANT

agrees that DISTRICT has not agreed and will not agree to warrant the suitability or safety of FACILITY or any of FACILITY's contents for the uses intended by OCCUPANT, such that OCCUPANT accepts full responsibility therefor. If a key is issued to the OCCUPANT for access to the FACILITY, and the key is lost by the OCCUPANT or any person given the key by the OCCUPANT, the OCCUPANT is responsible for, and will pay in full, the cost of rekeying all locks that could be opened by that key, and the cost of replacing all keys required to be replaced as a result of the loss of the key. If the property (or premises) will be used for an athletic activity, OCCUPANT shall comply with the requirements of A.R.S. Section 15-341(A)(24) regarding concussions and head injuries.

4. SCHEDULING

OCCUPANT shall schedule by written notice to the DISTRICT to:

Name: _____
 Address: _____
 City, State Zip: _____

Said written notice will state the exact times during the term hereof that OCCUPANT desires to use any portion of FACILITY. OCCUPANT shall confirm the date, time, and function of usage of FACILITY by follow-up telephone call with:

Name: _____
 Phone: _____

Said confirmation shall occur at least fourteen (14) days prior to such intended use. If OCCUPANT has not so scheduled and confirmed for its use any portion of FACILITY prior to such time, then DISTRICT shall be free to use or allow others to use such unscheduled portion of FACILITY at its discretion.

5. TERM

The term of this Agreement shall commence on _____ and end on _____, at which time OCCUPANT's rights to use the FACILITY under this Agreement shall automatically expire unless otherwise extended by DISTRICT in its sole and absolute discretion.

6. COMPENSATION

OCCUPANT will compensate DISTRICT for use of FACILITY as follows:

7. INSURANCE

Pursuant to A.R.S. Section 15-1105 *et seq.*, OCCUPANT agrees to procure, at its expense, and maintain during the term hereof, a policy of general liability insurance, against claims for bodily injury, death, and property damage occurring in connection with OCCUPANT's use of any portion of FACILITY and/or FACILITY's contents, which insurance shall name DISTRICT as an additional insured and be primary and non-contributing to any coverage maintained by or on behalf of DISTRICT. Such insurance shall have minimum limits of \$1,000,000.00 per occurrence, and OCCUPANT shall provide DISTRICT with a certificate evidencing that such insurance coverage is in effect.

8. LIABILITY AND INDEMNITY

OCCUPANT agrees to conduct its activities in FACILITY in a careful and safe manner. As a material part of the consideration to DISTRICT, OCCUPANT hereby assumes all risk of damage to and loss or theft of property, as well as injury or death to persons, related in any way to OCCUPANT's use or occupancy of any portion of FACILITY from any cause whatsoever, including when caused in whole or in part by OCCUPANT, and OCCUPANT hereby waives all claims in respect thereof against DISTRICT. OCCUPANT shall indemnify, defend, and save harmless DISTRICT and all of its employees, agents, and representatives from any and all claims, notices of claim(s), demands, suits, actions, proceedings, loss, cost, and damages of every kind and description, including any attorney's fees and/or litigation expenses, which may be brought or made against or incurred by DISTRICT, on account of loss of or damages to any property and/or for injuries to or the death of any person(s) arising in whole or in part out of any act or omission by OCCUPANT or its employees, agents, representatives, invitees, or subcontractors, or arising in whole or in part out of its and/or their use of FACILITY, or arising in whole or in part out of workers' compensation claims or unemployment disability compensation claims of employees of OCCUPANT or out of claims under similar such laws.

9. ENTIRE CONTRACT

This Agreement embodies the entire contract between OCCUPANT and DISTRICT. The parties shall not be bound by or be liable for any statement or representation of any nature not set forth in this Agreement. Changes to any of the provisions of this Contract shall not be valid unless reduced to writing and signed by both parties.

10. SUSPENSION AND TERMINATION

DISTRICT may, by written notice, direct OCCUPANT to suspend its use of the FACILITY for such period of time as may be determined by DISTRICT to be necessary or desirable. Upon receipt of such suspension or termination notice, OCCUPANT shall immediately discontinue use of FACILITY under this Agreement. Payment for use already completed or in process at the time the notice of suspension or termination is

received shall be adjusted between DISTRICT and OCCUPANT in a fair and equitable manner, but shall exclude any allowance for the value of any unperformed use or anticipated profits thereon.

11. WAIVER

The failure of DISTRICT to insist upon strict performance of any of the provisions of this Agreement or to exercise any rights or remedies provided by this Agreement or DISTRICT's delay in the exercise of any such rights or remedies available under this Agreement shall not release OCCUPANT from any of its responsibilities or obligations imposed by this Agreement and shall not be deemed a waiver of any right of DISTRICT to insist upon strict performance of this Agreement.

12. ASSIGNMENTS AND SUBLETTING

OCCUPANT shall not have the right to assign this Agreement or allow any other person or entity to use or occupy any or all of FACILITY without the prior written consent of DISTRICT, which consent may be granted or withheld at DISTRICT's sole and absolute discretion.

13. DEFAULT

In the event that OCCUPANT fails to pay any fee or other sum required to be paid by OCCUPANT hereunder when due or otherwise fails to comply with or observe any other provisions of this Agreement, in addition to any other remedy that may be available to DISTRICT by reason of such failure, whether at law or in equity, DISTRICT may immediately and unilaterally terminate this Agreement and all rights of OCCUPANT hereunder—including any right of adjustment of amounts paid hereunder.

14. ARBITRATION

In the event of a dispute hereunder, the parties agree to use arbitration insofar as required by Sections 12-1518 and 12-133, Arizona Revised Statutes, and rules promulgated thereunder. To the extent arbitration is not required under the above-referenced laws, then the parties shall submit any dispute hereunder for adjudication by Arizona's state courts.

15. CONFLICT OF INTEREST

The parties understand that this Agreement is subject to cancellation pursuant to Section 38-511 of Arizona Revised Statutes, without penalty or further obligation on the part of DISTRICT, if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement on behalf of DISTRICT is, at any time while this Agreement or any extension hereof is in effect, an employee or agent of OCCUPANT, in any capacity, or a consultant to OCCUPANT, with respect to the subject matter of this Agreement.

16. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Arizona, the courts of which state shall have jurisdiction of the subject matter hereof.

17. RELATIONSHIP

The parties agree that neither OCCUPANT nor any employees or other personnel of OCCUPANT will for any purpose be considered employees of DISTRICT, and with respect to OCCUPANT and any employees or other personnel of OCCUPANT, DISTRICT shall not be responsible in any manner for the supervision, direction, and control of OCCUPANT and/or any of its employees or other personnel, the payment of salary (including the withholding of income taxes and social security) of any such employees or other personnel, and/or the provision of workers' compensation and disability benefits for any such employees or other personnel.

18. AUTHORITY

The individual signing below on behalf of OCCUPANT hereby represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of OCCUPANT and that this Agreement is binding upon OCCUPANT in accordance with its express terms.

19. EXECUTION DATE

The parties have caused this Agreement to be executed by their duly authorized representatives, on this _____ day of _____, _____.

DISTRICT**OCCUPANT**

Name: _____ Name: _____

Authorized Signature_____
Authorized Signature

Title: _____ Title: _____

ATTACHMENT 4: PROSPECTIVE OCCUPANT CHECKLIST

PROSPECTIVE OCCUPANT CHECKLIST

For each item below, the prospective facility occupant should read the instructions and check the appropriate box.

Y N

1. Have you read, completed, and signed the Facility Use Agreement included as Attachment 3 to this Facility Use Handbook? Will you comply with its terms and conditions?
2. Have you read and signed the Facility Use Guidelines included as Attachment 1 to this Facility Use Handbook? Will you comply with the requirements?
3. Do you understand that you are responsible for informing all event participants of the need to comply with the terms of the Facility Use Agreement and Facility Use Guidelines?
4. Have you completed and signed the Facility Use General Liability Questionnaire included as Attachment 2 to this Facility Use Handbook?
5. Do you have the necessary evidence of liability coverage?

If you answered “yes” to questions 1 through 5, please sign below and return this form to the district along with: (1) the signed Facility Use Agreement; (2) the signed Facility Use Guidelines; (3) the signed Facility Use General Liability Questionnaire; and (4) a copy of your insurance certificate, which should list the district as an additional insured party.

If you answered “no” to one or more of questions 1 through 4, please work with district personnel to resolve any questions and complete the remaining steps.

If you answered “no” to question 5, you have the option of purchasing the necessary general liability coverage through Entertainment Brokers International (EBI). If you wish to purchase this insurance, please complete and sign the form below and return this form to the district along with a signed copy of the Facility Use Agreement, Facility Use Guidelines, and Facility Use General Liability Questionnaire. You may also apply for facility use insurance through EBI at <https://www.ebi-ins.com/tulip/>.

Name of organization using facility: _____

Name of organization contact (print): _____

Signature of organization contact: _____

Date: _____

ATTACHMENT 5: EMERGENCY NUMBERS SHEET

EMERGENCY NUMBERS SHEET

DISTRICT: _____

POLICE: _____

FIRE: _____

AMBULANCE: _____

DISTRICT CONTACT: _____

SCHOOL CONTACT: _____

OTHER: _____

PLEASE POST IN A HIGHLY VISIBLE LOCATION