

## INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The undersigned sponsoring organization, agrees that in consideration for use of the school facility and/or its equipment and supplies, that it will defend, indemnify and hold harmless Independent School District No. 2168, New Richland-Hartland-Ellendale-Geneva, Minnesota, its officers, agents and employees from and against any claim, loss expense, or damage to any person or property occurring on or to the premises, facilities or equipment used by the sponsoring organization, its servants, employees, agents, or invitees arising out of the sponsoring organization's use of the School District's premises, facilities, equipment or supplies arising out of the activities conducted on the school premises by the undersigned sponsoring organization.

Organization requesting use: \_\_\_\_\_  
 Contact Person \_\_\_\_\_ E-mail Address \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work or Cell Phone \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Person's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Admin./Com. Ed. Dir. Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Room(s) Requested \_\_\_\_\_ Ellendale/New Richland (circle one)  
 Date(s) Requested \_\_\_\_\_ Time(s) Requested \_\_\_\_\_

The following criteria have been established by the School Board of Independent School District No. 2168 in scheduling the use of the school:

1. Educational functions of the school.
2. Public school-related activities.
3. Public school-related organizations.
4. New Richland-Hartland-Ellendale-Geneva Recreation Association
5. Non-educational activities and organizations.

The school principals may reserve any part of the building and grounds for school purposes.

**Reminder:**

1. **Please leave the room and equipment the way you found it!**
2. **School cannot assume responsibility for lost items.**
3. **All accidents must be reported to the school district within 24 hours.**
4. **Please report all damages to the site facilitator or custodian.**

### RENTAL FEES

**Class I – Non-Profit**

FREE

Custodian: Full Day up to \$310  
 Half-Day up to \$155  
 Cook: Full Day up to \$286  
 Half-Day up to \$143

**Class II- Non-Profit (Fundraiser)**

NR Gym- North/South \$50 per day  
 Ell Gym- North/South \$50 per day  
 Cafeteria \$25 per day  
 Music Room \$25 per day  
 Media Center \$25 per day  
 Classroom \$15 per day  
 Entire Building TBD  
 Custodian: Full Day up to \$310  
 Half-Day up to \$155  
 Cook: Full Day up to \$286  
 Half-Day up to \$143

**Class III - Profit**

NR Gym-North/South \$100 per day/\$25 minimum  
 Ell Gym-North/South \$100 per day/\$25 minimum  
 Cafeteria \$50 per day  
 Music Room \$50 per day  
 Media Center \$50 per day  
 Classroom \$25 per day  
 Entire Building TBD  
 Custodian: Full Day up to \$310  
 Half-Day up to \$155  
 Cook: Full Day up to \$286  
 Half-Day up to \$143

**For Administration Only:**

1. Site facilitator, custodian, or kitchen personnel who will be working for the event. (circle) Ellendale/NR building
2. Does the request require overtime under the rules of the ISD #2168 Board?

**Copies To:**

Applicant \_\_\_\_\_ Maintenance \_\_\_\_\_  
 Athletic Director \_\_\_\_\_ Kitchen \_\_\_\_\_  
 Media Center \_\_\_\_\_ Office Manager \_\_\_\_\_