



CENTRAL CONSOLIDATED SCHOOL DISTRICT

District Administration Complex
 P.O. Box 1199, Shiprock, NM 87420
 US Hwy 64 Old High School Rd
 Administration • 505-368-4984 • Fax 505-368-5232

A Community of Learners Dedicated to Building Lives

Facility Use Agreements – Master Checklist

Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes when such uses will not interfere with the school programs.

In-school activity requests shall be submitted at least **three (3) days prior** to event date.

All outside organization requests must be submitted at least **two (2) weeks** in advance of event date.

<u>In-School Activity Use</u>	<u>Outside Organization Use</u>
<p>Contact: Athletics/Activities Administrative Assistant – Lisa Harvey harvl@centralschools.org</p> <ul style="list-style-type: none"> <input type="checkbox"/> One Page Application <ol style="list-style-type: none"> 1. Building Administrator Signature 2. District Athletics Director Signature <input type="checkbox"/> Coaches Concussion Certificate* <input type="checkbox"/> Participant Concussion Form* <input type="checkbox"/> Schedule of Events and Times* <p><small>*If applicable. Please see Fee Schedule and Required Forms.</small></p>	<p>Contact: Facility Use Coordinator – Sandra Ration ratis@centralschools.org</p> <ul style="list-style-type: none"> <input type="checkbox"/> Five Page Application <ol style="list-style-type: none"> 1. Building Administrator Signature 2. Facility Use Coordinator Signature 3. District Athletics Director Signature <input type="checkbox"/> Required Fees* <input type="checkbox"/> Coaches Concussion Certificate* <input type="checkbox"/> Participant Concussion Form* <input type="checkbox"/> Proof of Insurance * <input type="checkbox"/> Schedule of Events and Times*

Remember that the person who is opening/closing the facility can reclaim the Cleaning Deposit by returning the Facility Use Cleaning Deposit Form completed to the contact above.