

Eastern North Carolina School for the Deaf 1311 US Highway 301 N Wilson, NC 27893

Facilities Use Form

Please fill in this form in its entirety to ensure proper coordination, compliance, and accountability for all events held on school grounds.

Basic Information

Event Title:	Organization Name			
Contact Name:	Contact Phone:			
E-Mail:				
	Event Details			
Date of Use:	Time of Use:			
Facility/Room	Estimated			
Requested:	Attendance:			
	Purpose of Use			
Event				
Description				
Additional Paguasts/ Noods				

Additional Requests/ Needs

- □ Audio/Visual Equipment (microphones, projectors, speakers, etc.)
- □ Furniture set-up (tables, chairs, podiums)
- Custodial Support or special cleaning
- □ Access to kitchens, restrooms, or locker rooms

Please specify for checked items above:

Event Title:	Organization Name
Contact	
Name:	Contact Phone:

Insurance and Liability

Policy Number

Effective Dates:

Coverage

Details:

Please ensure ENCSD is listed as an additional insured.

This documentation must be submitted with this form for approval.

Acknowledgement of Liability

Please initial each box

The undersigned acknowledges full responsibility for the actions of all participants and attendees during the use of school facilities.

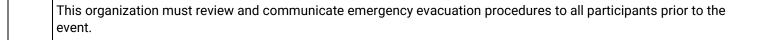
The organization agrees to indemnify and hold harmless the school and its employees from any claims, damages, or liabilities arising out of the use of the facilities. This includes but is not limited to, personal injury, property damage, or loss of equipment.

The organization assumes all responsibility for the repair or replacement of any school property damaged during the event.

Fees and Payment

Event Title:	Organization Name
Contact Name:	Contact Phone:
	Rules and Regulations
	Please initial each box
Smoking, vaping, and alcohol property, including indoor and	consumption, and the use of illegal substances are strictly prohibited on all school d outdoor spaces.
The organization is responsib the event. Minors must be su	ble for providing adequate adult supervision for all participants and attendees during upervised at all times.
. .	ble for ensuring the facility is returned to its original condition. This includes removing equipment to its original position, and leaving the space clean and ready for use by
The organization assumes all ing the event, whether intention	l responsibility for the repair or replacement of any school property damaged dur- onal or accidental
	th local, state, and federal safety and fire regulations. Exits must remain clear at all m occupancy must not be exceeded.
Only the approved areas spec grounds is prohibited.	cified on this form may be used. Accessing unauthorized areas of the school or
Activities that may damage s ted unless specifically approv	chool property (e.g., open flames, use of adhesives, heavy equipment) are not permit- ved in advance.
	g., A/V equipment, kitchen appliances) must be pre-approved and listed in this agree- nent during use will be the responsibility of the organization.
-	ed for any event outside of school hours. Additional fees may apply. The organization g with school administration regarding this service.

Attendees must park in designated areas. Blocking fire lanes, bus zones, or unauthorized parking is not permitted.



All activities must align with the school's mission and policies. Events that conflict with the educational environment or community standards will not be approved.

Event Title:	Organization Name						
Contact Name:	Contact Phone:						
Authorization and Approvals							
Applicant Signature:		Date:					
School Administrator Approval:	Approved: Not Approved:						
School Administrator Signature: _		Date:					