

COMMUNITY USE OF SCHOOL FACILITIES

FILING PROCEDURES FOR USE OF EQUIPMENT/FACILITIES

A request is made at the campus of which the facility is located or the equipment is stored at least two (2) weeks before the requested use.

The building administrator of the campus involved shall review the submitted request form, to ensure the applicant has filled in all of the necessary information and has signed the form. The building administrator shall note approval or non-approval, forwarding the request to the District office. If approval is not recommended the request shall be forwarded with an explanation.

If given approval by the District office usage fees, evidence of liability insurance, and other requirements if needed are to be provided and the requests returned as indicated below.

- The request form is sent from the District office back to the building administrator once acted upon. The building administrator is responsible for notifying the applicant of the approval, conditions (if any) imposed or denial of approval and reasons.
- If costs are involved, the building administrator asks the applicant to sign below the area specifying the fees and conditions of responsible party, If your organization does not already have liability insurance, one must be obtained thru www.ebi-ins.com/tulip/ :
 - Step 1. Select your facility: Enter the Facility/Venue/Entity ID : 054
Select your location: Tuba City USD No. 15: 220
 - Step 2: Qualify your event or activity.
Answer the questions.
 - Step 3. Get your quote.
Enter the information
 - Step 4. Enter Insured Information and Contact Information

*if you have any questions on the website, please call EBI at 1.800.507.8414. (830a-500pm PST Monday-Friday)

Payments of projected fees are to be received in a money order or cashier check only in advance. All liability insurance is to be secured by the applicant, with evidence being sent to the District office one (1) week before the date of use. Failure to secure acceptable liability insurance will cancel the facility usage agreement. Any cost overruns for services or equipment will be billed to the lessee.