



## REQUEST FOR USE OF MADISON CITY SCHOOL FACILITIES

Submitter Name \*

Lee Shaw

Submitter Email \*

Ishaw@madisoncity.k12.al.us

### Applicant Information

Applicant Name \*

City of Madison

Applicant Email \*

amanda.jarrett@madisonal.gov

Address \*

100 Hughes Road Madison, AL, USA

Applicant Phone Number \*

(256) 348-2026

Point of Contact for Applicant \*

Amanda Jarrett

Point of Contact for City of Madison Board of  
Education \*

Lee Shaw

Name

Point of Contact for City of Madison Board of  
Education \*

Ishaw@madisoncity.k12.al.us

Email

### Facility Information

Rental type \*

☒ Single Day ☐ Multi-day

Facility \*

Stadium Parking Lot

Campus \*

Madison City Schools-Other

Proposed use by Applicant \*

### Use of Stadium Parking lot for Christmas Parade

End Time \*

7:00 PM

Briefly describe your needs for this event(Equipment, tables, chairs, custodial needs, lighting, sound, etc) \*

City of Madison will use the stadium parking lot for the Annual Christmas Parade

Additional Documents \*

No files uploaded

**School official to complete information below**

School Facility Class Type \*

Class A- Athletic fields, Track, Outdoor Classrooms, Parking Lots, Batting Cages

### School Facility Usage Fee

Total 

\$0.00

\$0

| Additional usage fee based on | Explanation for additional usage fee |
|-------------------------------|--------------------------------------|
|                               |                                      |

Total Usage Fee

\$0.00

## Personnel Fees

Are Personnel Fees required? \*

☐ Yes ☒ No

Grand Total Fees

\$0.00

## Terms

**Payment in advance:** All usage fees must be paid by the Applicant in advance. The fees due in each month shall be paid in advance by no later than the first day of that month.

**Board Policies:** Applicant agrees to abide by all rules and regulations set forth in Policy IV. General Administration of the City of Madison Board of Education Policy manual, as the same exists or may hereafter be amended at any time by the board of education, and that Applicant has all obligations that are set forth in those policies with respect to "Third Parties." By signing this Application, the Applicant agrees and understands that it is bound by the terms of those school board policies. Policies can be found on the City of Madison Board of Education's website.

**Discontinuance of use by Applicant:** Applicant must give the City of Madison Board of Education a 30 day notice prior to discontinuance of use, but fees already paid to City of Madison Board of Education are non-refundable.

**Discontinuance of use by City of Madison Board of Education:** All special use permits are subject to immediate cancellation if it is discovered that information in an application for use was misrepresented. If the use of the School Facility is discovered to be contrary to board policy, the permit is subject to immediate cancellation by the Superintendent (and/or his designee(s)). Special use permits are subject to cancellation with a 30 day notice to the Applicant.

**Use of lighting and A/V equipment:** Applicants may utilize City of Madison Board of Education's lighting and audiovisual equipment in the auditorium and dining area of the School Facilities. Applicants have permission to "tie in" with their upgraded equipment and staff with their paid professional team.

**Custodial Services:** If, in the City of Madison Board of Education's discretion, custodial services are needed in connection with the use of the School Facilities, then the City of Madison Board of Education will require a fee for those services.

**Promotional materials:** Any advertisement or promotional materials relating to Applicant's use of the School Facilities will contain the following statement: "THIS IS NOT A FUNCTION OF \_\_\_\_\_ SCHOOL OR THE CITY OF MADISON BOARD OF EDUCATION." advertising and promotional materials should list Applicant's phone number. The school's phone number may NOT be listed.

**Applicant's personal property:** City of Madison Board of Education will not assume any responsibility for the damage or loss to the personal property of Applicant (or any of its members, guests, employees, agents, and/or invitees) relating to Applicant's use of the School Facilities. The City of Madison Board of Education reserves the right to remove or discard any items left behind at the Applicant's expense.

**Damages:** Any damage to the School Facilities related to the Applicant's use are the responsibility of Applicant and will be charged to Applicant.

**Use Area:** Applicant's use will be restricted to the School Facilities and related hallways, entrances, and bathrooms.

**Indemnification, Release of Claims**, and Insurance Applicant does hereby release and hold harmless the City of Madison Board of Education (the "Board"), its individual board members, employees, officers, and agents, from any claims or causes of action for any injuries or damages to any persons or property, including but not limited to attorney's fees and court costs incurred by Board in defending any such claims, arising from or relating to the use and/or occupancy of any property of the Board by the Applicant, or any of its members, participants, and/or invitees, in connection with this "Request for Use of School Facilities," and Applicant does hereby release and hold harmless the Board, its individual board members, employees, officers, and agents from any such claims or causes. Applicant represents to the Board that it has acquired insurance that protects Applicant, the Board, and the Board's officers, agents, and employees from any liability relating to the Applicant's use of Board property. Such insurance has limits of liability that are not less than \$1,000,000 per occurrence, bodily injury and property damage combined, and \$1,000,000 in the aggregate. Applicant represents that the Board, its employees, officers, and agents are named as additional insureds with respect to such policy.

**Cancellation of event:** The City of Madison Board of Education reserves the right to cancel or postpone any reservation/facility use agreement in the event of safety, weather, unavoidable conflicts or at administrators discretion. If postponement or cancellation occurs, the facility use fee will be refunded or applied to another event.

**Applicants must provide proof of such insurance at the time of the request. The Board of Education must be listed as an additional insured on the policy. The City of Madison Board of Education will not approve facility rental without this in place.**

Please Attach Proof of Insurance \*

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## Signature

Submitter Signature \*

Date

*Lee Shaw*

10/12/2026

On behalf of the Applicant, I do hereby apply to the School Facilities as stated above, and do fully agree, for myself and on behalf of the Applicant, with all of the above.

Signature of Authorized Representative of Applicant: \*

On behalf of the City of Madison Board of Education, Applicant's use of the School Facilities is approved subject to all of the above terms and conditions

Contract Number \*

Date Approved by the City of Madison Board of Education: \*

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