

City of Henderson

OPEN SCHOOLS/OPEN DOORS FACILITY REQUEST FORM

- This form is to be used only by Clark County School District (CCSD) personnel to request facilities from the City of Henderson (CITY) where the Open Schools/Open Doors agreement applies. All other requestors apply for facility use through CITY standard process.
- In accordance with the Open Schools/Open Doors agreement between the CITY and CCSD, facilities and property are available on a reciprocal basis for the purposes of maximizing the availability of public amenities throughout Clark County.
- CITY has priority use of existing joint use school/park sites during regular school hours and first right of refusal (after CITY's own use) of all other recreation facilities and grounds.
- CCSD has the first right of refusal (after CITY's own use) of CITY facilities and grounds.
- If a special facility/room (pool, kitchen, classroom, etc.) is requested, further forms and fees may apply. Charges and applicable forms shall be attached to the Facility Request Form.
- CITY staff has the authority to approve/deny requests.

Facility Requested

Facility Name: _____

Property Address: _____ City: _____ State: _____ Zip: _____

Date(s) of Event: From: _____ to: _____ Starting Time: _____ Ending Time: _____

Area Requested: _____

Estimated Attendance: _____ Special Requests: _____

Description of Event: _____

Responsible Party/User Contact Information

Responsible Party, User or Contact Person: _____ Title: _____

Organization: _____ School/Division/Department: _____

Office Phone: _____ Cell Phone: _____ E-Mail: _____

In accordance with the Open Schools/Open Doors joint use agreement between CITY and CCSD, I (we) agree to comply with all rules and regulations governing the use of facilities and property. Furthermore, I (we) agree to use the property and facilities for only those activities the entity I (we) represent is authorized to provide under the laws of the State of Nevada and shall not use the facilities for any other purpose whatsoever. In addition, I (we) agree to provide the necessary law enforcement, officiating, supervision and care of the facilities during my (our) use and leave the facility in a clean and orderly condition. Any repairs required as a result of usage re the responsibility of the entity I (we) represent.

Responsible Party/User Contact (Signature) _____ Date _____ CCSD Authorized Representative (Signature) _____ Date _____

Facility Use Authorization

Approved ☐ Denied ☐ Reason for Denial: _____

CITY Staff (Signature) _____ Date _____ Parks and Rec. Superintendent (Signature) _____ Date _____

Please submit form electronically • E-Mail: COHParksReservations@cityofhenderson.com • Phone 702-267-4050
Mail: City of Henderson, Parks & Recreation Department, MSC 411, 240 Water Street, Henderson 89015