



ORGANIZATION CHECKLIST

Please read and select the option that best describes your organization. Provide the required documents for the selected option and submit these documents with your application. Failure to provide the required documentation will result in non-approval or default your organization into category 3A.

GROUP 1 - SCHOOL OR CHILD-RELATED GROUPS OR GOVERNMENT AGENCIES OR PROGRAMS

- 1A THE OFFICIAL PROGRAMS AND ACTIVITIES OF THE SCHOOLS IN THE DISTRICT** (EX: ASSOCIATED STUDENT BODY (ASB), CURRICULAR AND EXTRACURRICULAR STUDENT GROUPS, DISTRICT DEPARTMENTS)
 - SHSD Facility Use Agreement Form (all organizations)
 - Certificate of insurance with endorsement page attached (all organizations)

- 1B GOVERNMENT AGENCIES OR PROGRAMS THAT OFFER OPPORTUNITIES FOR CIVIC PARTICIPATION** (EX: SCOUTS, PTA, 4-H, UNITED STATES MILITARY ARMED FORCES, JOB CORPS, PEACE CORPS)
 - SHSD Facility Use Agreement Form (all organizations)
 - Certificate of insurance with endorsement page attached (all organizations)

- 1C CITY OR TOWN SPONSORED RECREATION GROUPS/STUDENT ACTIVITY GROUPS THAT ARE SPONSORED BY LOCAL GOVERNMENT AGENCIES** (EX: CITY PARKS AND RECREATION, TOWN YOUTH PROGRAMS)
 - SHSD Facility Use Agreement Form (all organizations)
 - Certificate of insurance with endorsement page attached (all organizations)

- 1D DISTRICT NON-PROFIT YOUTH ORGANIZATIONS OR SHSD ORIENTED CLUBS/GROUPS** (GROUPS WITH STUDENTS THAT RESIDE WITHIN THE SCHOOL DISTRICT BOUNDARIES. PROOF THAT 75% OF PARTICIPANTS ARE DISTRICT ENROLLED STUDENTS.)
 - SHSD Facility Use Agreement Form (all organizations)
 - Certificate of insurance with endorsement page attached (all organizations)
 - Certificate of incorporation (non-profit organizations)
 - ROSTER SHEET - PROOF THAT 75% OF PARTICIPANTS ARE DISTRICT ENROLLED STUDENTS



GROUP 2 – NON-PROFIT, NON-LOCAL GROUPS

2A NON-LOCAL, NON-PROFIT YOUTH ORGANIZATIONS (GROUPS WITH STUDENTS THAT RESIDE OUTSIDE THE DISTRICT BOUNDARIES)

- SHSD Facility Use Agreement Form (all organizations)
- Certificate of insurance with endorsement page attached (all organizations)
- Certificate of incorporation (non-profit organizations)

2B NON-PROFIT ADULT ORGANIZATIONS (EX: COLLEGES, RELIGIOUS INSTITUTIONS, ADULT ATHLETIC GROUPS)

- SHSD Facility Use Agreement Form (all organizations)
- Certificate of insurance with endorsement page attached (all organizations)
- Certificate of incorporation (non-profit organizations)

GROUP 3 – COMMERCIAL ENTERPRISES

3A PROFIT / PRIVATE EVENTS (EX: ORGANIZATIONS THAT CHARGE AN ADMISSION AND/OR PARTICIPATIONS FEES, BUSINESS CORPORATION EVENTS, WEDDINGS, RECEPTIONS, PRIVATE PARTIES, FAIRS, SEMI-PROFESSIONAL GROUPS)

- SHSD Facility Use Agreement Form (all organizations)
- Certificate of insurance with endorsement page attached (all organizations)
- Certificate of incorporation (non-profit organizations)
- Business license (for profit organizations)

ADDITIONAL REQUIRED DOCUMENTS

SPORTS ORGANIZATIONS

- Head Injury and Cardiac Arrest Compliance Form (for all athletic events)

FOR PROFIT ORGANIZATIONS (ADMISSIONS, FUNDRAISING, CHARITIES)

- Certificate of Charities Program of the Secretary of State registrations (if fundraising on site)
- Business license (for profit organizations)

SPORTS FIELDS AND/OR COMPUTER LABS

- \$500** Deposit paid to District Financial Service Department