

Facilities Use Application/Agreement

Name of Applicant or Organization: _____ Date of Application: _____

Applicant's Address: _____

Home Phone #: _____ Cell Phone #: _____ E-Mail: _____

Nature of Event: _____

Site Being Requested: _____ Approx # of People Attending _____

Date(s) of event:

_____ From: _____ To: _____ am/pm _____ From: _____ To: _____ am/pm
 _____ From: _____ To: _____ am/pm _____ From: _____ To: _____ am/pm
 _____ From: _____ To: _____ am/pm _____ From: _____ To: _____ am/pm

Specific Area(s) Requested:

___ Gym ___ Cafeteria ___ Commons ___ Auditorium ___ Classroom ___ Stadium ___ Fields
 ___ other please list: _____

Specific Equipment Requested:

___ Sound ___ AV Equipment ___ Piano ___ Tables ___ Chairs ___ Podium
 ___ other please list: _____

Rental Charges are calculated as follows

	\$ Per Hour	# of Hours	Subtotal
Building	\$ _____	_____	\$ _____
Personnel	\$ _____	_____	\$ _____
Added Personnel	\$ _____	_____	\$ _____
Equipment	\$ _____	_____	\$ _____
Other	\$ _____	_____	\$ _____
Refundable Security Deposit			\$ _____
Refundable Badge Access Deposit (\$10.00)			\$ _____
Total Charges			\$ _____

*At the discretion of the principal/superintendent, additional personnel may be needed for large events. Administrators or other staff may be assigned and additional charges added.

Permittee/ Lessee Signature:

I have read the terms and conditions of this rental agreement and I agree to all. In connection with the request for use and the proposed use of school facilities, the undersigned organization hereby acknowledges and agrees that supervision of the activity is required and is the complete responsibility of the undersigned user. The undersigned agrees to use the facility in accordance with the requirements of the School District policy and to save and hold harmless the School District from any claims of any named nature or description arising out of injury to persons or damage to property in connection with the use.

Lessee Signature: _____

Date of Signature: _____

The Permittee agrees that for and in consideration of the use of said premises Permittee will in addition to payment as outlined:

1. Occupy said premises only as outlined in the agreement.
2. Provide necessary crowd supervision and control.
3. Be responsible for any loss of or damage to any of its property of its patrons during the event and time period henceforth set out.
4. Reimburse the Owner for damages to facilities, equipment, and furnishings of the Owner, directly or indirectly attributable to the Permittee on account of the use for which the agreement is made.
5. Indemnify and forever hold harmless the Owner as per attached Building and Facilities waiver of Liability and Indemnity Agreement.

Method of Payment: _____ Cash _____ Check _____ Check Number
 _____ Qualified as "Free Rental" _____ Purchase Order

Building Administrator/Designee Signature/Approval

Building Administrator/Designee: _____ Date of Signature: _____