

Building & Facilities Use Application

This form is to be filled out and returned to the Community Education office. It must be signed by the applicant. The facilities do not have regular custodial services or snow removal on weekends. Users must clean up after their events and be prepared in the event of snow or ice.

Event/Purpose for request _____ Today's Date _____

Name and Type of organization (Family event, girl scouts, church group) _____

Day of the week and Date of event M T W TH F Sat Sun _____

School and room(s) requested _____

Time of event _____ to _____ Requested time of arrival and departure _____ to _____

Any special requests/comments _____

Name of responsible adult in charge at the event _____

Phone & Email: _____

	Estimated charges	Actual charge
a. Cafeteria Facilities Rental (for 4 hours)	\$80.00	_____
1. Each Additional hour	\$20/hr	_____
b. Classroom Use Rental	\$40.00	_____
c. Gymnasium Use Rental	\$100.00	_____
d. Scheduling Fee	\$5.00	_____
e. Personnel – Custodial	to be determined upon request	_____
- Kitchen	to be determined upon request	_____
f. Breakage/clean up charge	_____	_____
g. Key Use Deposit (separate check)	\$50.00	_____
h. Other	_____	_____
Total charges	_____	_____

**Any necessary invoices will be sent within 30 days of event. If a key is needed, there is a \$50 deposit required.
When key is returned and there is verification of no damage has occurred, deposit will be refunded.**

I, as the sponsoring adult, agree to be responsible for rental and fees on behalf of the organization/person named above. I further accept all liability for damages to the building and/or equipment it contains, and agree to adhere to all usage Rules and Regulations that apply to this facility. I recognize that for private gatherings that my homeowners' insurance policy will be the first one tapped in the event of an accident.

Printed name of applicant

Signature of applicant

Address of applicant

Signature of Principal/Facility Manager

Signature of Community Education Director
