

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. As of March 1, 2009, there is a \$5 scheduling fee to be paid at the time the form is handed in. 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 _____

School and room 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 _____

	Estimated charges	Actual charge
a. Cafeteria Facilities Rental	_____ \$80 _____	_____
b. Classroom Use Rental	_____ \$30 _____	_____
c. Scheduling Fee	_____ \$5 _____	_____
b. Personnel – Custodial - Kitchen	_____	_____
c. Utility Fee	_____	_____
d. Breakage/clean up charge	_____	_____
e. Deposit	_____	_____
f. Other	_____	_____
Total charges	_____	_____

Any necessary invoices will be sent within 30 days of event. A deposit and/or utility fee may be required at the time of booking the facilities. If a key is needed, there is a \$50 deposit required.

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 _____

Phone(s) _____

Signature of Community Education Director _____

Email _____