

REQUEST TO USE SCHOOL FACILITIES

Organization or Group Making Request: _____

Person(s) Making Request: _____

Phone: _____ Address: _____

Dates(s) & Time(s) Requested: _____

(Please indicate dates and times for each day)

Type of Activity: _____

BUILDING REQUESTED	Min. Fee		Add. Hours		Rate per Hour	=	Total Fee
District Gym	\$30.00	+	_____	x	\$15.00	=	\$ _____
<u>High School</u>							
Multi-Purpose or Commons	\$15.00	+	_____	x	\$7.50	=	\$ _____
Plus Kitchen	\$10.00	+	_____	x	\$5.00	=	\$ _____
Plus Hourly Rate per Hour for Kitchen Supervisor	\$10.00	+	_____	x	\$9.85	=	\$ _____
Plus Auditorium	\$10.00	+	_____	x	\$5.00	=	\$ _____
Auditorium	\$30.00	+	_____	x	\$15.00	=	\$ _____
Gymnasium	\$15.00	+	_____	x	\$7.50	=	\$ _____

Circle the location that you wish to rent:

<u>Middle School</u>	<u>Chapman Elem.</u>	<u>Blue Ridge</u>	<u>Enterprise</u>	<u>Rural Center</u>			
Commons or Gym	\$15.00	+	_____	x	\$7.50	=	\$ _____
Plus Kitchen	\$10.00	+	_____	x	\$5.00	=	\$ _____
TOTAL							\$ _____

It is understood that as the representative of our organization/group, I will be responsible for cleaning the area used, checking the lights, heat, restrooms, windows, and securing the building. It is further understood that should there be damage to the facilities, I will assume the responsibility of seeing that the school district is reimbursed. I also understand that USD 473 will not be held accountable in any way in the event of bodily injury for the responsibility of legal or financial costs. Those who rent the facility along with invited guests are the responsibility of the person who signs below.

Date: _____ Signed: _____

Approved by (School Official): _____

This form to be made out in triplicates: 1 Copy to Superintendent, Building Principal, & Person Making Request