<School District Name>

FACILITY - EQUIPMENT RENTAL AND USE CONTRACT

NAME	DESIGNATION	ORGAN	NIZATION	DATE PREPARED					
BILLING ADDRESS				CONTRACT NUMBERS:					
ACTIVITY DETAILS:									
Activity Title									
Activity Description									
Period			Open to the Public?	⊖Yes ⊖No					
Start Date:	Time:		Admission Fee?	\bigcirc Yes \bigcirc No					
5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	I IIIC		Participation Fee?	\bigcirc Yes \bigcirc No					
End Date:	Time:		Number Attending?						
FACILITY / EQUIPMENT TO BE RENTED									
Description	Hour U	sage	Rental Cost / Hour	Rental Amount					
			Total						
I hereby certify, on behalf of a			personally and several						
damage or unnecessary abuse	of school buildings, grou	nds, or	personally and several equipment growing ou	t of occupancy of said					
damage or unnecessary abuse premises by our organization	of school buildings, grou . We agree to abide by a	nds, or and enfo	personally and several equipment growing ou orce the rules and regi	t of occupancy of said ulations of the School					
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REQUESTOR SIGNATURE

<School District Name>

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FOR SCHOOL USE ONLY

ADDITIONAL SERVICE CHARGES						
Services	Required	Resource Count	Hours	Rate	Amount	
Custodian Services	⊖Yes ⊖No					
Food Services	⊖Yes ⊖No					
Maintenance Service	⊖Yes ⊖No					
Security Services	⊖Yes ⊖No					
Utility Services	⊖Yes ⊖No					
Others:				i		
	⊖Yes ⊖No					
	⊖Yes ⊖No					
	⊖Yes ⊖No					
	⊖Yes ⊖No					
		·	Total Amou	int Charges		
			Total A	mount Due		
Insurance Certificate R	eceived? 🔿 Ye	s 🔿 No				
AUTHORIZATION						
APPROVED BY	DESIGNATIO	ON SIG	GNATURE		DATE	

<School District Name>

FACILITY - EQUIPMENT RENTAL AND USE CONTRACT

ANNEX

This schedule is subject to revision as conditions and costs to the school district change. All fees listed are effective at the time the user group desires access to and use of the facility and equipment until event is over. Charges are based on weekend and evening usage, when school is in session).

Facility / Equipment Name	Class I Cost Per Use	Class II Cost Per Use	Class III Cost Per Use
<list and="" be="" can="" equipment="" facility="" here="" rented.="" that=""></list>	\$???	\$???	\$???

The above fees are for facility and equipment use beyond the regular school day. <u>Additional costs for</u> <u>custodial or other employee supervision will be charged at the overtime rate and for not less than two hours.</u>

* Assumes up to 8 hours of usage.

** The use of kitchens may entail extra charges. Supervision by a regular school food service employee at the current wage scale may be required.

Groups renting facilities and equipment are requested to complete all rental requirements at least 10 days in advance of usage.

Clean up must be prearranged with the facilities, equipment and maintenance director or the user will be charged at the current district wage for hours actually worked. Rates do not reflect additional charges for supervision, dressing rooms, and any additional "special" services.

Final additional charges and billing will be determined by the School Administration office.

The district may require that applicants provide evidence of insurance and name the district as the additional insured.

In the event that the applicant/group is charging an Admission Fee or Participant Fee, the District will require a revenue and expense worksheet to be attached to this form for review.