

KF-EB ©

EXHIBIT

**COMMUNITY USE OF
SCHOOL FACILITIES**

REQUEST FOR USE OF SCHOOL FACILITIES

TO: _____ Date _____, 20____

We, _____, request the use of a school building
Name of organization/group
facility at _____ School for the purpose of presenting the
following
program:

Specific location requested _____

We wish the above facility on the following dates: (An attachment is acceptable.)

| Day(s) of week | Month | Date(s) | Year | Hours |
|----------------|-------|---------|------|-------|
| | | | | |

If equipment, lighting, tables or chairs are required please specify and indicate any special arrangements needed on the form provided.

There (will) (will not) be an admission charge. The admission will be _____ for adults and

_____ for children. The proceeds will be used for: _____

The rental fee will include custodial or school personnel services, utility costs, and equipment usage fee, if applicable. NOTE: Food services charges and technicians are paid separately.

Two (2) people the District may contact, if necessary, are:

Name _____ Address _____

Phone: (work)_____ (home)_____ Zip code _____

Name _____ Address _____

Phone: (work)_____ (home)_____ Zip code _____

We agree to become familiar with and abide by the printed rules and regulations of the District concerning the public use of school facilities and conduct on school grounds.

This request shall be submitted at least two (2) weeks prior to the requested date(s).

RENTAL IS PAYABLE IN ADVANCE TO _____

Remit to District Office, _____

Signatures and titles of organization representatives (2)

FOR DISTRICT USE ONLY

LEASE AGREEMENT (where applicable)

It is understood that all rates quoted, as well as other conditions stipulated, are a part of this agreement and that proof of liability insurance is required.

Base charge of facility to be used \$_____

Additional charges \$_____

Total \$_____

| | | |
|-------------------------------------|----|-----|
| Classification of user (circle one) | | |
| I | II | III |

Your application for school building usage has been:

District Action

____ Denied or altered for the following
reason(s): _____

____ Approved: _____

Superintendent

Date _____ 20____

Lessee Acknowledgement

Signature _____ Date _____ 20____

Note: All requests for use of property and/or equipment must be initiated with the Superintendent. In order to avoid conflict in use, please submit all requests *at least fourteen (14) days* prior to date of requested usage.

Checklist of Needs (part of application)

- Custodial services needed.
- Cook needed.
- Special equipment needed:
 - Audiovisual equipment.
 - Public address system.
 - Scoreboard controls.
 - Kitchen equipment.
 - Concession stand equipment and keys.
 - Stage equipment.
 - Shop equipment.
 - Special school personnel.
- Keys for access to: _____

Custodial services:

Open building.

Close building.

Extra time needed for extra cleanup needed _____

Custodial time needed to set up _____

Estimated number of hours _____

Total hours _____