

Agreement for Use of School Facilities

FEES

Estimated Facility Use Fees: \$75 for single event \$150 for multi-use event
OR _____ Hours @ \$ _____ = _____

Custodial Fees: _____ Hours @ \$ _____ = _____

Cafeteria Staff Fees: _____ Hours @ \$ _____ = _____

Auditorium Staff Fees: _____ Hours @ \$ _____ = _____

Amount Paid: _____ Date: _____ Form of Payment: _____

Insurance Certificate Provided On: _____

Keys Checked Out: _____

Special Arrangements Requested:

Emergency Action Plan Shared On: _____

School Official _____
Print Signature Date

Event Contact _____
Print Signature Date

Copies shared with (check all that apply)

- building principal district office maintenance director
- food service director (if use of cafeteria) athletic director head custodian

POST EVENT FOLLOW UP

Final Adjusted Fees: _____

Amount Paid/Refunded: _____ Date: _____ Form of Payment: _____

Keys Returned On: _____ Walk Through/Follow Up Meeting Completed On: _____

Adopted: June 11, 2019
Revised: November 12, 2019