

**Notus School District No. 135**

**COMMUNITY RELATIONS**

**4210F**

Application and Agreement for Use of School Facilities

GROUP MAKING REQUEST \_\_\_\_\_ DATE \_\_\_\_\_

APPROXIMATE NUMBER ATTENDING \_\_\_\_\_ IS MEETING OPEN TO PUBLIC \_\_\_\_\_

NAME AND ADDRESS OF CONTACT PERSON \_\_\_\_\_

TELEPHONE NUMBER (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

FACILITY DESIRES (GYMNASIUM, CLASSROOM, ETC.) \_\_\_\_\_

EXPLANATION OF ACTIVITY \_\_\_\_\_

CAFETERIA USE (kitchen or dining area or both; please explain your need, be specific) \_\_\_\_\_

PLEASE CHECK ALL THE FOLLOWING KITCHEN ITEMS YOU WILL BE USING FOR THIS APPLICATION.

RANGE	_____	OVEN	_____
STOVE	_____	DISHWASHER	_____
WARMING TRAYS	_____	UTENSILS	_____
COUNTER SPACE ONLY	_____	COOKING POTS	_____
BAKING PANS	_____	SERVING ITEMS	_____
COOLER SPACE	_____	LUNCH TRAYS	_____
CHINA	_____		

DATE DESIRED \_\_\_\_\_ TIMES: FROM \_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

Service Charge	Kitchen/Dining	\$110 (4 hr. minimum)	_____
	Gym	\$110 (4 hr. minimum)	_____
	Classroom	\$15 ( 1 hr. minimum)	_____
	Extra Custodial	\$15 (per hr. as needed)	_____
	Computer(s)	\$5 each (per hour)	_____
	Damage Deposit		_____
	Other		_____
	Amount Paid		_____

Special Instructions \_\_\_\_\_

NOTUS SCHOOL DISTRICT NO. 135

By \_\_\_\_\_  
(Superintendent)

Group making the request hereby agrees to abide to the above regulations and all other terms of this agreement.

Date \_\_\_\_\_

A fee waiver is requested for the following reasons:

By \_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Accepted \_\_\_\_\_ Denied \_\_\_\_\_

Proof of insurance presented \_\_\_\_\_

Attach Certificate \_\_\_\_\_

***Original Copy must be kept in District Office***

Policy History:

Adopted on: November 9, 2009

Revised on: