

Use of School Facilities Contract/Request

I (We) the undersigned, represent the (organization/individual name)

 Address _____ Phone _____

and do request the use of (room/area) _____

at (facility) _____ on the following date(s) _____ to _____

from (times) _____ to _____, for the purpose of _____

(Area below for office use only)

Section 1 Category Selection

1. Does the organization/individual belong to Category 1? (yes/no) _____ If yes, go to Section 2 _____
2. Is the organization/individual community-based or does it serve school-aged children? _____
(yes/no)
3. Does the organization/individual have non-profit status? (yes/no) _____
4. Does the organization/individual charge a fee for their event? (yes/no) _____
5. Does the instructor(s)/supervisor(s) receive payment for involvement in the event? _____
(yes/no)

*If the answer for #2 and 3 above are "yes" and #4 and 5 are "no", then they are considered
 Category 2 _____
 **All other organizations/individuals fall under Category 3 _____

GO TO SECTION 2

Section 2 Fee Calculation

Check one category

_____ Category 1		No fee – Go to Section 3 _____
_____ Category 2	Attendant fee(s) _____	# of hour(s) x \$5.00= _____
_____ Category 3	_____	

Attendant fee(s) _____	# of hour(s) x \$30.00=	A: _____
Custodial _____	# of hour(s) x \$30.00=	B: _____
Cook _____	# of hour(s) x \$30.00=	C: _____
Room/area(s) rates \$ _____ x _____	# of days=	D: _____
Additional hours _____ x \$ _____	=	E: _____

Total to be paid (estimate only) _____

GO TO SECTION 3

Issued: September 25, 2007

Reviewed: April 23, 2019