

## COMMUNITY RELATIONS

**FACILITIES USE AGREEMENT**

- This form must be submitted to the school or district office 10 days prior to the requested usage.
- Please check our District Web Site -[www.sd83.org](http://www.sd83.org) – for available facilities and times.
- Please note, in the event a school function has been rescheduled due to unforeseen circumstances, non-school functions may be bumped or rescheduled.

Date Submitted: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Organization or Individual Requesting Facility Use: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

School Site Requested: \_\_\_\_\_ Facility Requested: \_\_\_\_\_

Please Note: A member of the kitchen staff must be present anytime use of the kitchen is requested. It is the responsibility of the requestor to compensate the kitchen personnel for their time.

Date(s) &amp; Time(s) of Requested Use: \_\_\_\_\_

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***If more the five dates/times are requested, please attach a list***

Purpose of Use: \_\_\_\_\_

Type of activity: ☐ Fundraiser ☐ Non-Profit ☐ Private/Commercial ☐ Other \_\_\_\_\_Services Needed: ☐ Open/Close ☐ Custodial ☐ Kitchen ☐ Equipment ☐ Other \_\_\_\_\_

Requestor may be required to have a **Certificate of Insurance** on file at the District Office. If there is not a valid certificate on file, your use of facilities may be denied until one is submitted.

Do you have a valid Certificate of Insurance on file at the District Office? \_\_\_ YES \_\_\_ NO

Important: You are required to clean up and return your meeting area to its original condition. If the District has to clean or repair the facility after your usage, you will be responsible for wages or materials used and repairs.

**Keys/Card Lock:** Arrangements for Open/Close are the responsibility of the user. Contact the building Principal if access will occur during school hours. There is a **\$15 refundable key/card lock** deposit, which **will be forfeited if the key/Card Lock is not returned** by the agreed upon date entered on this form.

Do you require a key/card lock for building access? ☐ YES ☐ NO

If you answered YES above:

What date and time will you pick up the key/card lock for the building? \_\_\_\_\_

What date and time will you return the key/card lock for the building? \_\_\_\_\_

(All keys/card locks must be returned within 3 days after usage)

**OFFICE USE**

**Approval of Facility Use**

Facility Request Approved:

☐

YES

☐

NO

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All category three renters (Private/Commercial Users) will require superintendent and/or board approval.**

Superintendent/Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon final approval, building principal or designee will notify the requestor the form is approved and make other applicable arrangements.

**Note to building: Enter usage information on the District Calendar**

**Key/Card Lock:** Building principal or designee must collect \$15 key/card lock deposit.  
This form may serve as verification.

Key/Card Lock collected by: \_\_\_\_\_ Date: \_\_\_\_\_

Building: \_\_\_\_\_ Requestor: \_\_\_\_\_ Receipt # \_\_\_\_\_

**Key/Card Lock Return Information**

Was the key/card lock returned on the agreed upon date?

☐

YES

☐

NO

Key/Card Lock deposit refunded to: \_\_\_\_\_

Renter's Signature

If you answered NO to the above, please forward the \$15 deposit to the District Office for deposit and contact the Facilities Director immediately to deactivate the key card.

Other Fees to be charged to renter:

Rental Fee: \$ \_\_\_\_\_ Open/Close Fee: \$ \_\_\_\_\_

Utility Fee: \$ \_\_\_\_\_ Custodial Hours: \$ \_\_\_\_\_

Kitchen Hours: \$ \_\_\_\_\_

Did your custodian report any damage to the building?

☐

YES

☐

NO

**If there was damage, please have the maintenance/custodial department assess the damage to determine charge user is responsible to pay.**

Estimated Damage Cost: \$ \_\_\_\_\_

**Note to Buildings: For all usage other than category three usages, please submit this entire form to the District Office after key/card lock has been returned and other applicable fees/charges/hours have been entered on this form. For category three usages, please submit this form to the Superintendent for approval; after approval it will be returned to you to complete as stated above. All rent is due prior to usage. (All Facility Use Agreements must be submitted to FacilitiesOffice)**