

Facility Reservations Form

Seymour Community School District

830-EXHIBIT - A

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Organization Name: _____

Name/Purpose of the Event: _____

Facility / Building Requested: (List all needed) _____

Additional Equipment: ___ Microphones ___ Chairs ___ Tables ___ Other _____

Date of Use: _____ Day of the Week: _____

Actual event times: From: _____ To: _____ Time Requested: From: _____ To: _____

Person Responsible: _____

E-mail Address: _____

Phone: _____ Fax: _____

Fees

- Fees for facility usage will be applied based on school board policy.
- All organizations, must pay additional \$30/hr during times when custodians are not normally on duty. A district cook is required to be in charge at the rate of \$15/hr when a kitchen is required.
- An additional \$30/hr will be charged if the area is not cleaned and put back in order.
- \$30 fee may be applied for use of the concessions stand

Contractor Responsibilities

- Concession Stand Equipment available for use: Popcorn Machine, Refrigerator/Freezer, Beverage Coolers, Hot Dog Machine / Warmer, Nacho Machine Warmer, Microwave, and Nesco Rosters
- Supplies to bring: Popcorn, Oil/Butter, Salt, Popcorn Bags, Candy (Please avoid throwable objects, i.e. NO Skittles, M & M's, also no Suckers) Hot Dogs, Buns, Condiments (Ketchup/Mustard) Beverages, Napkins, Plates, and any other items needed.
- Concessions Stand Clean Up: Please follow the directions for cleaning machines that are posted in the black binder and wall next to the machines. Popcorn machines and kettle, hot dog machine and warmer, microwave, refrigerator, sink (dirty wash rags can be left in the sink), and please sweep the floor including under the popcorn machine.

Invoice to be sent after event:

Name: _____

Address: _____

The organization and its supervisor shall be liable for any damages to school property. The School District reserves the right to require a certificate of insurance where this is deemed appropriate.

(Requires liability insurance by any organization before use of the facility)

I have read this agreement and rules for facility usage and agree to be responsible for the facility as requested. In submitting this application, the organization I represent, agrees to abide by the rules and regulations as stated in Board Policy 830 and accept full responsibility for damage to school property by those in attendance at this activity.

Signature: _____ Date: _____

Print Name: _____

A summary of the school board policy rules and regulations are outlined and available.

Adoption Date: 1980

Revision Date: 2017

Date Filed _____
 Date Revised _____

Route To:
 _____ Athletic Director
 _____ School Office
 _____ Custodians
 _____ Concessions Stand Coord.

Organization Type and Fees:

Facility (Check Type)	In-district Non-Profit \$0	In-District For Profit \$10/hour	Out of District Non-Profit \$20/hour	Out of District For Profit \$30/hour
Athletic Field (with lights)				
Auditorium				
Fieldhouse				
General Classroom				
Gymnasium				
Multipurpose Room/Commons				
Multipurpose/Commons w/Kitchen				
Practice Field w/out lights				
Other _____				
Cook \$15/hr				
Custodial \$30/hr				
Concessions Stand: \$30				
EST. TOTAL:				

Additional Equipment Requested: (Fee may incur)

Public Address System (Mic's) _____ Chairs: _____
 Tables: _____ Other: _____

APPROVED: _____ Approval Date: _____

Estimated Bill Amount: _____

Verified with organization: _____ E-mail _____ Fax _____ Mailed

Date: _____