

1003.3E1 COMMUNITY USE OF SCHOOL FACILITIES

Agreement for Use of Glenwood School Facilities

Name of Organization/Group: _____ Date: _____ Time: _____

Contact Person: _____ Phone Number: _____

Facility to be used: _____ Activity or Event: _____

Community organizations and groups may request permission to use school facilities as outlined in school board policies. The Board policies are 1003.1, 1003.1R, 1003.2, 1003.3, 1003.4, and 1003.5.

Organization Class (reference – Board Policy 1003.3)

___ Class A ___ Class B ___ Class C ___ Class D ___ Class E

Fees: (reference – Board Policy 1003.3)

<p>Custodial Fees per hour</p> <ul style="list-style-type: none"> <input type="checkbox"/> Class A \$0 (only if additional clean-up is necessary) \$35.00 per hour <input type="checkbox"/> Class B \$35.00 per hour <input type="checkbox"/> Class C \$35.00 per hour <input type="checkbox"/> Class D \$35.00 per hour <input type="checkbox"/> Class E \$0 (only if additional clean-up is necessary) \$35.00 per hour <p>Auditorium per hour</p> <ul style="list-style-type: none"> <input type="checkbox"/> Class A \$0.00 per hour <input type="checkbox"/> Class B \$0.00 per hour <input type="checkbox"/> Class C \$40.00 per hour <input type="checkbox"/> Class D \$60.00 per hour <input type="checkbox"/> Class E \$50.00 per event <p>_____ \$35/ hour lights & sound for Auditorium (Additional)</p> <p>Gymnasiums Per day(All Buildings)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Class A \$0.00 per day <input type="checkbox"/> Class B \$0.00 per day <input type="checkbox"/> Class C \$75.00 per day <input type="checkbox"/> Class D \$100.00 per day <input type="checkbox"/> Class E \$50.00 per event <p>Kitchen Use (all class groups)</p> <ul style="list-style-type: none"> <input type="checkbox"/> \$50 less than 4 hours <input type="checkbox"/> \$100 more than 4 hours <input type="checkbox"/> \$35 per staff per hour** REQUIRED # _____ <p>***Use of the kitchen facilities needs to be scheduled through the Director of Food Services.</p>	<p>Athletic Fields Per day(No Lights)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Class A \$0.00 per day <input type="checkbox"/> Class B \$0.00 per day <input type="checkbox"/> Class C \$75.00 per day <input type="checkbox"/> Class D \$100.00 per day <input type="checkbox"/> Class E \$50.00 per event <p>_____ \$25/ hour lights (Additional)</p> <p>Use of Classroom/Cafeteria</p> <ul style="list-style-type: none"> <input type="checkbox"/> Class A \$0.00 per day <input type="checkbox"/> Class B \$0.00 per day <input type="checkbox"/> Class C \$35.00 per day <input type="checkbox"/> Class D \$35.00 per day <input type="checkbox"/> Class E \$50.00 per event <p>Graduation/Event Party-Flate Rate (This includes custodial fees for up to 3 hours.) Custodial Fees will be charged \$35 an hour after 3 hours.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Class A \$150.00 per day <input type="checkbox"/> Class B \$150.00 per day <input type="checkbox"/> Class C \$150.00 per day <input type="checkbox"/> Class D \$150.00 per day <input type="checkbox"/> Class E \$150.00 per day
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TOTAL AMOUNT

Please sign this form and provide proof of liability insurance (as needed) and return the top two copies with your

\$ _____ fee to the respective school's main office.

Proof of Liability Insurance

Signature of User

Date

Signature of Administrator

___ Approved

___ Disapproved

Why Disapproved: _____
