

6.6F1 – USE OF FACILITIES FORM

Van Buren School District Print or type form

Date of Application: _____

Organization/Individual requesting facility: _____

Organization/Individual Contact Person: _____ Phone Number: _____

Email address: _____

Facility Requested: _____

If Fine Arts Center is requested, a separate contract and fees will need to be completed with Tom Watkins, Fine Arts Director.

Purpose of activity/event: _____

Special Requirements: _____

Start Date: _____ Start Time: _____ End Date: _____ End Time: _____

Facility Fee (Non-Profit \$75 per hour; For-Profit \$100 per hour): \$ _____ Kitchen Fee (\$25 per hour): \$ _____

District Supervisor Fee (\$50 per hour per supervisor): \$ _____

Custodial Staff Fee (1.75 times highest paid hourly rate per staff): \$ _____

Kitchen Staff Fee (1.75 times highest paid hourly rate per staff): \$ _____

Security Staff (responsibility of renter, must be approved by District): _____

Total Due: \$ _____

Please make checks payable to the Van Buren School District

Renter's Assurance:

I, _____, agree to be financially responsible for the facility while in use for the above described event. I will further hold Van Buren School District and its Board of Education harmless for any loss to personal property or injury. By signing this form, I also agree to the terms and conditions stated on the VBSD Use of Facilities policy.

School Employee Supervision Assurance:

I, _____, as an employee of the Van Buren School District, agree to be present during the entire time of the above described event.

OFFICIAL APPROVAL:

Approved by building administrator: _____ Date: _____

Approved by district administrator: _____ Date: _____