

**BIGFORK SCHOOL DISTRICT NO. 38
FACILITY USE CONTRACT**

(4330 F1)

Permission to use the facility described below has been (granted/denied) by (Superintendent Matthew Jensen/Facilities Director Ginny Kirby). If granted, it will be the explicit understanding that all conditions and regulations incorporated in this application must be fully complied with. **The superintendent of schools reserves the right to revoke this permit for cause or if it interferes with some activity or function of the school.**

NAME OF ORGANIZATION: _____ PERSON IN CHARGE: _____

MAILING ADDRESS: _____ PHONE NO. _____

AREA TO BE USED: _____

ROOM(S) _____

DATE(S) REQUESTED: _____

TIME: FROM _____ TO _____, INCLUDES SET-UP AND TAKE DOWN

FOR WHAT PURPOSE OR BENEFIT? _____

WILL ADMISSION BE CHARGED? _____

IF OTHER PROPERTY OR EQUIPMENT IS DESIRED, STATE FULLY: _____

[FOR OFFICE USE ONLY]

CHARGES:

Hold Harmless Agreement: Signed, dated and attached _____

Is there an amendment to this agreement? _____ Attached? _____

Certificate of Liability Insurance (Showing School District #38 as additional insured and must include a 30 day cancellation notice) attached _____

If Certificate of Liability is not included, Superintendent's approval and signature is required _____

Group will use District provided insurance policy _____

Worker's comp certificate and/or individual contractor's exemption attached _____

Charge for security: _____

Charge for facility: _____

Charge for district provided insurance: _____

Charge for Custodian:(Min. 4 hrs) _____

Deposit for key(s) released (\$2.00 ea.) _____

Other charges: _____

TOTAL CHARGES DUE **PRIOR** TO USE:

I have read all regulations provided and agree to abide by them. If additions or deletions are related to this agreement, they will be in writing and signed by both parties and attached to this agreement as an amendment. Any deviation from specific areas being rented by the above party could result in revocation of this agreement in addition to accessorial rent and cleaning charges. Any or all damages caused to the facility by the renting party will be charged back to the renting party for repairs and/or replacement. I understand that food and drink is not allowed outside the cafeteria area.

KEYS ASSIGNED	
Key(s) assigned:	_____
Facility:	_____
To:	_____
Date Out	Initials: ___/___/___
Date In	Initials: ___/___/___
_____	_____
_____	_____
_____	_____
All keys providing access to the building will be obtained on the last school or business day prior to its use and returned on the first school or business day following its use. Key(s) not returned will result in another day's rent for each day keys are not returned.	

Date Paid: _____	Cash: _____	Check No. _____	Rec'd
by: _____			