

FORM NO. F – 100

SCHOOL DISTRICT
APPLICATION AND AGREEMENT FOR USE OF SCHOOL FACILITIES

Date _____ (Submit application 10 days prior to date of usage)

Name _____ Position / Title _____

Phone # _____ Address _____

The _____ (hereinafter referred to as the "Organization") (address) _____ is a:

- 1. Girl Scouts, Boy Scouts, Camp Fire, Inc., Organization (Circle One)
- 2. Parent-Teachers' Association
- 3. School-Community Advisory Council
- 4. Club or Association Organized to Promote Youth Activities
- 5. Club or Association Organized to Promote School Activities
- 6. Adult Organization (described intent & activity below)
- 7. Other _____

CHARGEABLE CIVIC CENTER USE

Any group, not indicated in 1 – 5 above, is subject to the terms and conditions as described herein, and shall be charged "direct costs" as defined herein, unless admission or contributions are solicited, at which time they may be charged "fair rental value" at the Board's direction. (See Terms and Conditions on Reverse)

Admission will be charged: Yes No Amount: _____
(initial)

FACILITY and/or EQUIPMENT REQUESTED

Site	Facility	Lights		Qty	Equipment
		Yes _____	No _____		
Particular instructions or facility arrangements requested are: _____					

SCHEDULE EACH DATE AND HOURS NEEDED

Date(s)	Hours	Activity

FOR DISTRICT USE ONLY

This is : No Charge Civic Center Use Chargeable Civic Center Use
 No Charge Athletic Facility Chargeable Athletic Facility

USE CHARGE: \$ _____ NO USE CHARGE: _____ (See Terms and Conditions)

INSURANCE VERIFICATION REQUIRED:

Proof of Insurance Attached: Yes No
Company Name: _____ Policy No: _____
Additional Insureds: _____ Policy Amount: \$ _____
Expiration Date: _____
Yes No Yes No
 Administrative Approval Maintenance Approval
 Food Service Approval School Site Approval
 Board Approval - Date _____

BILLING INFORMATION

HOURS/QTY	ITEM	RATE	TOTAL
		TOTAL CHARGES	