

FACILITY USE REQUEST CONTRACT NEW PRAGUE AREA SCHOOLS

To be complete and returned to the school office in the building in which you are requesting a room/space.
Rooms/areas requested should be age appropriate for facility requested.

1. I/We request the use of: ___ High School ___ Middle School ___ CEC Building ___ Raven Stream Elementary
___ Falcon Ridge Elementary ___ Eagle View Elementary

2. I/We request the use of (room/gym/area) _____

3. Date(s) requested: _____

4. Times requested: a. Meeting, event, practice goes from _____ a.m./p.m. to _____ a.m./p.m.
b. Open room/building at _____ a.m./p.m. to _____ a.m./p.m.

5. Name of Organization: _____

6. Person responsible for any required billing

_____ Daytime Phone: _____ - _____ - _____
Name

_____ Evening Phone: _____ - _____ - _____
Street / P.O. Box

_____ Fax #: _____ - _____ - _____
Email Addr: _____

Responsible adult(s), other than registrant, who will be in attendance during facility use.

Name Phone # Name Phone #

7. Brief description of event: _____

8. Check the appropriate category of user:

- ___ Level I School District (K-12 Education, Athletics, Co-Curricular, Community Education)
- ___ Level II Community/District area groups with volunteer leaders/coaches
- ___ Level III Community/District area groups with paid leaders/coaches; fundraising activities and/or events
- ___ Level IV Community/District "for profit" individuals/groups
- ___ Level V Non school district individuals and groups, whether non profit or profit

9. Special instructions / equipment needed: _____

10. Liability insurance is required for any use of the District buildings:

- a. ___ School event
- b. ___ Insurance statement attached
- c. ___ Proof of insurance already on file with the district

11. Staff needed for your event. There will be a charge for the following services:

- _____ Custodian If 50 or more total people are in attendance; and/or a competitive event; and/or during non-school time/weekends.
- _____ Event Supervisor Security and supervision – The district reserves the right to require more than one Event Supervisor
- _____ Cook If a kitchen is required and/or food is prepared
- _____ AV Technician If an auditorium and/or computers, video/TV, microphones, or sound booth is needed

I/We agree to follow all laws and all New Prague Area Schools rules and policies and provide adequate supervision for this activity. I/We further agree to return the area(s) used to the same condition that they were prior to using them. New Prague Area School reserves the right to deny access of any district facilities if we believe that the activity violates, laws, ordinances or policies, and/or risk of damage to district property is evident.

Signature: _____ Date: _____

Level ____ Building Key Number(s) _____ Security Card Number _____ Deposit Amount \$ _____

ESTIMATED / ACTUAL COSTS

	Rate/Hour	# of Hours	Estimated Total	Actual Billed
___ AV Technician	\$40.00	_____	_____	_____
___ Other Tech as required	\$30.00	_____	_____	_____
___ Custodian	\$35.00	_____	_____	_____
___ Event Supervisor	\$40.00	_____	_____	_____
___ Cook	\$30.00	_____	_____	_____
___ Classroom	Per Level	_____	_____	_____
___ Concession Stand	Per Level	_____	_____	_____
___ Auditorium	Per Level	_____	_____	_____
___ Performance	Per Level	_____	_____	_____
___ Rehearsal	Per Level	_____	_____	_____
___ Gyms/P.S. Multipurpose	Per Level/ Building	_____	_____	_____
___ Kitchen	Per Level	_____	_____	_____
___ Equipment Fee	Per Rental	_____	_____	_____
___ Usage Fee	Per Level	\$ _____ max per school year	_____	_____
			Total	_____

_____ **Building Scheduler** _____ **Date** _____ **Phone**

Number