

Contract for Facilities Use

(Must be approved at least seven calendar day prior to the facilities use)

Building to be used _____ Date(s) of Use _____

Time to Enter Building _____ Time to Leave Building _____

Name of Group _____ Number in Group _____

What Type Of Activity (Be specific. Use back if needed)

A Certificate of Insurance has been provided: ____ Yes ____ No

The applicant agrees to pay a fee for the following:

Non-refundable* deposit (Custodial Fee for Minimum of Two hours) payable at the time application is approved.	\$ 45.00
Utility Charge for use of Facilities	\$ _____
Cafeteria Use	\$ _____
Ticket and Concession Charge (For profit making groups)	\$ _____
Additional clean-up fee	\$ _____
Custodial fee above the two hour minimum	\$ _____
Total Fee	\$ _____ **

By signing this application, the person whose signature appears below signifies that he or she is responsible for the group and will see that the facilities are not misused, that groups have proper adult supervision, that the facility and grounds are used in conformity with the rules and regulations of the Board of Education, and that all fee are promptly paid. It is hereby also understood that school activities have priority for the use of any facility. This applies even in cases where some groups have requested the use of the building at a certain hour for several weeks; any school activity that must be scheduled has priority on the use of the building. In all cases the building principal will make the final decision concerning scheduled building activities. An assigned school employee shall be present in the building at all times during the period of use. The Board of Education will pay for all services out of the total fee charged for use of the facility. I have been furnished a copy of the Facilities Use Fee Schedule and agree to abide by all provisions of Manchester City School Board of Education policy 3.206 - Community Use of School Facilities. **Neither the board of education nor any school official owes a duty of care to keep the premises of a public school safe for entry or use by others outside the regularly scheduled school activities or to give warning of unknown dangerous or hazardous conditions, uses, structures or activities on the premises**

* Deposit will be refunded only in cases where the contract is canceled due to school activity conflict.
** The total fee for facility use (less the deposit) must be paid no later than five (5) business day after the completion of the contract unless other arrangements are made in writing with the director of schools.

I do hereby agree that I will be responsible for the proper use of the _____ facilities; and, if there are any damages accruing from this use, I will be responsible for payment of such damages.

Signature of Person Responsible for Arrangements

Date of Application

Address of Person Above

**One Copy To: Organization
ONE COPY TO : Principal
ONE COPY TO: Admin Bldg.**

Telephone Number

Signature of Principal