Building Contract and Indemnification For Use Of Sugar Salem S.D. Facilities

Name of Individuals/Groups Requesting Use:

User Telephone Number: Date:

Facility To Be Used:(Building, Room, Field etc.)

Date(s)/Time of Use: Date(s) Times

Information:

1. The building principal is immediately responsible for the control of the buildings. He or she should know who is using the facilities and for what purpose.
2. Persons making the request and being granted use of the facility will be responsible for that period of use as prescribed by the principal.
3. Requests for use of the facilities for a fund raising project that is not sponsored as a school activity will be cleared through the Superintendent.
4. The facilities used must be left clean and undamaged.
5. Payment will be made for any damage that occurs while using facility.
6. Persons who are not part of the rental group must not be allowed to loiter in the facility. Responsibility for this supervision rests with the rental group.
7. Lights will be turned off when the activities are completed.
8. All doors and windows will be checked and the building security must be ensured before leaving the facility.
9. No unauthorized person(s) will be left in the facility at the completion of activity.

Indemnity Agreement:

The undersigned being an agent of the above named user and on behalf of the user

does hereby agree to indemnify, protect, save and keep harmless Sugar Salem

School District #322 of and from any losses, damages, injuries, claims, demands, and

expenses, including legal expenses, arising out of the use of the user of any facilities

of said school district.

I AGREE TO THE ABOVE TERMS:

Dated this day of , 20

Signature of User Signature of Building PrincipalReport of School Building/Facility Use

Date Submitted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Information:

1. Rent and Supervision/Custodial charges for building use are to be collected in

advance or immediately following the use of facility. (See Policy 3.40)

Remittance to the District Office is to be made on a monthly basis.

User Information:

Name of Individual or Group:

Telephone Number of User:

Building/Area/Room Used:

Date(s) and Time(s) of Use:

Total Hours Used:\_\_\_\_\_\_\_\_\_

Computation of Charges:

Rental Rate\_\_\_\_\_\_\_\_times Hours used\_\_\_\_\_\_\_\_\_\_\_\_\_\_= $

Supervision/Custodial Rate \_\_\_\_\_ times Hours used\_\_\_\_= $

Damage/Breakage/Loss = $

Total Due = $

Amount receipted:$ Date: By:

Supervision/Custodial Verification of Time:

Date and Time:

Total Hours:

Total Amount Due:

Custodian Signature:

Note Problems:

Note: This form is to be submitted to the District Office with all facility use payments.

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District Office Only:

Paid:\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_Check #\_\_\_\_\_\_\_\_\_\_Payee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Facility | Operational (per hour) | Profit and Commercial (per hour) |
| HS Gymnasium | 15.00 | 30.00 |
| JH, Kershaw, Central Gym | 10.00 | 20.00 |
| Classrooms | 8.00 | 16.00 |
| Multi Purpose Room | $10.00 | 20.00 |
| Multi Purpose Room and Kitchen\* | 15.00 | 30.00 |
| Board Room | 8.00 | 16.00 |
| HS Auditorium and Stage | 15.00 + Tech costs | 40.00 + Tech costs |