



APPLICATION AND CONTRACT FOR USE OF BURLINGTON SCHOOLS

Applicant/Group _____ Activity To Be Held _____ Today's Date _____

Building _____ Activity Date _____ Non-Profit or Commercial _____

Time of Activity: From: _____ To: _____ # In Group _____

Sheriff/Police Supervision: _____ YES _____ NO # Required: _____

Names of Administrators Present: _____

Custodial Services Needed (Fee): _____ YES _____ NO # Required: _____
 If Needed: _____ OPEN _____ CLOSE

Heat or Air Conditioning (Fee): _____ YES _____ NO
 If Needed: _____ ON _____ OFF

Equipment Requested (Fee):
 If Needed: _____ TV _____ Chairs _____ Projector
 _____ Stage Set Up _____ VCR _____ Tables _____ Scoreboard
 _____ Tarp Gym Floor _____ PA _____ Podium _____ Other

Areas/Rooms Requested: _____ Office _____ Auditorium _____ Cafeteria
 _____ Gym/Multi/All-Purpose _____ Library _____ Classrooms _____ ICN Room

Classroom numbers if needed: _____

Special Set-up: YES or NO Provide set-up request and drawing below or attach to contract.

ANTICIPATED CHARGES:

Facility: _____	Hours @ _____	\$ _____
_____	Hours @ _____	\$ _____
_____	Hours @ _____	\$ _____
_____	Hours @ _____	\$ _____

Custodian fees to be billed at time + 1/2. Approx. _____ hours @ _____ \$

50% DEPOSIT DUE WITH RETURN OF CONTRACT

Deposit: \$ _____ Date Paid: _____ Received by: _____ \$
 Date Contract Returned: _____ Received by: _____
 Estimated Total \$ _____

THE APPLICANT HEREBY AGREES: (Please initial next to lines 9 & 10)

1. To provide adult supervision for all participants and spectators.
2. That street shoes will not be worn on gymnasium floors, pianos will not be moved, and electrical outlets will not be altered.
3. That alcoholic beverages and smoking are not allowed on district property.
4. To be responsible for carrying the proper insurance for the group's activities.
5. A certificate of liability insurance in the amount of one million dollars (\$1,000,000.00) must be supplied by applicant when returning a signed contract (if required).
6. That the school district will not be held liable for injury to participants or spectators.
7. That any school equipment will be operated or supervised only by school personnel.
8. To leave the vailities in good condition, comparable to the way they were prior to use.
9. To be responsible for any damage to equipment or property which occurs during or as a result of the rental, and to report any such damage to the building principal.
10. To return all keys/cards to the building principal: pay all fees due; and for those fees which are billed to make payment within 10 days following receipt of the invoice.
11. To adhere to the terms of this agreement and any additional terms imposed by the building principal.
12. That failure to abide by the above-mentioned terms or repeated wanton abuse of the facilities will result in cancellation of this and any future contracts.
13. Contract void if not returned 14 calendar days prior to the event.

Signature of Applicant

Name of Applicant

Date Application Signed

Address of Applicant (home)

Signature of School Official/Date

Phone of Applicant (home/office/cell)

Copies sent to:

- BCSD Business Department (original w/signature)
- BCSD Buildings & Grounds Office
- BCSD Food Service Office (if applicable)

- Applicant
- Host Building Site
- Host Building Custodial Staff

Approved _____ Reviewed: _____ Revised: _____ 6/22/2009