



**APPLICATION AND CONTRACT FOR USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT**

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  
05/10/21