

GARRETSON SCHOOL DISTRICT 49-4 FACILITY USE APPLICATION

FACILITY REQUESTED: _____

ONE TIME USAGE DATE: _____ Start Time: _____ am / pm Ending Time: _____ am / pm

MULTIPLE DAYS AND DATES: _____

Start Time: _____ am / pm **Ending Time:** _____ am / pm

Purpose of Activity (specify) _____

Key Issued To: _____ Date Key Issued: _____

Date Key Returned: _____ Key Deposit Paid: _____ Deposit Returned: _____

Name of Activity/Organization: _____

Person in Charge of the Activity: _____ Title: _____

Address: _____ Phone: _____

_____ Email: _____

Facility Requested: (circle all that apply)

- Classroom
- Commons
- Computer Labs (requires technical support)
- Old Gym
- New Gym
- Kitchen (requires additional personnel)
- Athletic Fields (see back of sheet)

Equipment Requested: (circle all that apply)

- Chairs-Number _____
- Microphone
- Tables-Number _____
- A/V Equipment (specify below)
- Gym Equipment (specify below)
- Special Lighting (specify below)
- Other: _____
- Specify Equipment: _____

FACILITY USE FEE: \$ _____ (see back of page for fee rates)

I have read and understand the District Facility Usage Policy and will abide by all policies set forth by the Garretson School District as it pertains to usage of such facilities. I understand that failure to do so may result in the forfeiture of the use of the Garretson School District Facilities. I agree with the above Facility Use Fee and that I am legally bound to make payment to the Garretson School District for the full amount.

Signature Title Date

Approved By: _____ Date: _____

ADMINISTRATIVE NOTE: Please keep a copy for your records, and forward a copy of this form to the Business Manager, PO Box C, Garretson, SD 57030, Fax (605) 594-3443, Phone (605) 594-3451 Ext. 4.

FEE STRUCTURE

ATHLETIC COMPLEX (football field and track facilities – with events concluding prior to 10:00 pm):

- _____ Track rental - \$400.00 per event
- _____ Football/soccer field rental - \$750.00 per event

Concessions rights belong to and are retained by the Garretson School District. Custodial overtime will be charged in addition to all user fees. Custodial labor includes the setup and takedown of the football field, opening, cleaning and closing of the restroom facilities, as well as the security of the field. The school district may provide workers (ticket sellers and takers, P.A. announcer, scoreboard operator) and will be paid for by the user. The user may furnish the above workers if approved by the school district and the user will be responsible for their payment.

BUILDING USE:

- _____ Regular Classrooms - \$25.00 per hour
- _____ Kitchens - \$25.00 per hour
- _____ Commons/Lunchroom - \$30.00 per hour
- _____ Old Gym - \$30.00 per hour
- _____ New Gym - \$50.00 per hour
- _____ Staff use of classrooms, school gymnasiums, and/or field facilities for camps or entrepreneurial enterprises will be assessed a minimum of \$25.00 per day.

KEY DEPOSIT:

- _____ Refundable Key Deposit - \$50.00

Key: The lessee will be responsible to unlock the necessary doors prior to the event and will be responsible to see that all doors are locked and lights are off following the event according to the times stated above.

SUPPLEMENTAL CHARGES:

- _____ After normal hours custodial services, kitchen personnel, special equipment, supplies, etc. (please specify):

SPECIAL CONDITIONS:

- _____ Other (please specify): _____

_____ = **TOTAL AMOUNT CHARGED FOR FACILITY USE**

For Office Use Only:

Approval of facility usage:	Approved _____	Not Approved _____
Approval of responsible adult:	Approved _____	Not Approved _____
Proof of insurance:	Attached _____	Not Required _____