

**FACILITY USE AGREEMENT FOR  
THE UNIVERSITY SCHOOLS**

ORGANIZATION \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (H). \_\_\_\_\_ (W). \_\_\_\_\_

REQUESTED DATE(S) OF USE. \_\_\_\_\_

INTENDED USE \_\_\_\_\_

SIZE OF GROUP \_\_\_\_\_

REQUESTED TIME OF USE \_\_\_\_\_

BUILDING NEEDS TO BE OPENED AT \_\_\_\_\_

BUILDING NEEDS TO BE CLOSED AT \_\_\_\_\_

SPECIAL EQUIPMENT NEEDS AND INSTRUCTIONS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

FACILITIES REQUESTED:

FEE:

Multi-Purpose Room

\_\_\_\_\_

Food Court

\_\_\_\_\_

Classroom(s) Numbers

\_\_\_\_\_

Gymnasium

\_\_\_\_\_

Conference Room (Number \_\_\_\_\_)

\_\_\_\_\_

Fee for set-up and custodial services

\_\_\_\_\_

TOTAL FEE ASSESSED

\_\_\_\_\_

(over)

Director's Signature \_\_\_\_\_

Date \_\_\_\_\_

Applicant agrees to assume all liability for any damage, injury or loss connected with this event. Further, the applicant will be responsible for the conduct of all participants associated with the event. The University Schools reserves the right to the applicant to hire security and custodial personnel for some events •. The applicant will make payment prior to use unless other arrangements are made. *Tobacco, alcohol, illegal drugs, and weapons are expressly forbidden on school property.* Renters may be required to provide University Schools with certificates of insurance.

Applicant signature and date: \_\_\_\_\_  
School designee signature and date of approval: \_\_\_\_\_

#### FACILITY RENTAL FEES

MULTI-PURPOSE ROOM	\$50 per hour	\$300 per day (8 to 12 hrs)
GYMNASIUM	\$50 per hour	\$300 per day (8 to 12 hrs)
CAFETERIA/FOOD COURT	\$15 per hour	\$120 per day (8 to 12 hrs)
No Charge will be assessed if an event is also using the multi-purpose room or gymnasium.)		
CLASSROOMS	\$15 per hour	\$120 per day (8 to 12 hrs)

(Food service would be negotiated as a separate item. If the kitchen is going to be used, a food service employee would be hired at their hourly rate of pay to supervise the kitchen.)

\* For weekend and off-hour usage an additional fee will be charged for custodial coverage and cleanup. The fee would be determined by the employee's hourly rate. There would be a two (2) hour minimum charge for off-hour usage.