

KF2—Community Use of School Facilities

Request for Use of School Facilities

(This form is to be submitted to the Administrator)

Date _____, 20____

Name or Organization: _____

Reason for Request: _____

We wish the School on the following dates: (An attachment is acceptable.)

There (will) (will not) be an admission charge. The admission will be \$_____ for adults and \$_____ for children. The proceeds will be used for: _____

Two (2) people the School may contact, if necessary, are:

Name: _____ Phone: (work) _____ (home) _____

Address: _____

Name: _____ Phone: (work) _____ (home) _____

Address: _____

The rental fee will include custodial or school personnel services, utility costs, and equipment usage fee, if applicable.

Checklist of Needs (part of application)

- Special equipment needed:
 - Audiovisual equipment.
 - Public address system.
 - Kitchen equipment.
 - Special school personnel.
- Keys for access to: _____
- Custodial services:
 - Open building.
 - Close building.
 - Extra time needed for extra cleanup needed: _____
 - Custodial time needed to set up: _____
 - Estimated number of hours: _____
- Total hours: _____

This request shall be submitted at least two (2) weeks prior to the requested date(s).

RENTAL IS PAYABLE IN ADVANCE TO: White Pine Charter School
Remit to School Office, 2959 John Adams Parkway, Ammon, ID 83406

We agree to become familiar with and abide by the printed rules and regulations of the School concerning the public use of school facilities and conduct on school grounds.

Signatures of Organization Representatives

FOR SCHOOL USE ONLY

LEASE AGREEMENT (when applicable)

It is understood that all rates quoted, as well as other conditions stipulated, are a part of this agreement and that proof of liability insurance is required.

Classification of user (circle one)

I II III

Base charge of facility to be used. \$ _____
Additional charges. \$ _____
Total \$ _____

Your application for school building usage has been:

_____ Approved
_____ Approved and altered for the following reason(s): _____

_____ Denied

Administrator's Signature: _____ Date: _____
20_____

Lessee Acknowledgement

Signature: _____ Date: _____ 20_____