

Facility Usage Agreement Sargent School District

Individual/Organization Requesting Facility: _____

School Campus Site Requested: _____

Event Title: _____

Purpose and Event Description: _____

Facility(ies) Requesting for the Event: (Check all that apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> High School Gym | <input type="checkbox"/> Middle School Gym | <input type="checkbox"/> Elementary Gym |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Auditorium |
| <input type="checkbox"/> Football Field | <input type="checkbox"/> Baseball Field | <input type="checkbox"/> Track |
| <input type="checkbox"/> Library | <input type="checkbox"/> Classroom(s) | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Concession Stand | <input type="checkbox"/> Other _____ | |

Date Needed: _____

Dates Needed for Ongoing Event: _____

Time of Event: _____ Time to Access: _____ Time Event Ends: _____

Number Attending the Event: _____

Equipment Needs: (include numbers needed)

- | | | |
|--|--|---|
| <input type="checkbox"/> Score Board | <input type="checkbox"/> Chairs _____ | <input type="checkbox"/> Microphone/PA System |
| <input type="checkbox"/> Locker Rooms | <input type="checkbox"/> Bathroom Access | <input type="checkbox"/> Bleachers |
| <input type="checkbox"/> Tables: _____
Other: | <input type="checkbox"/> Wrestling Mats | <input type="checkbox"/> Podium |

Contact Information:

Signature of Authorized Representative

Phone Number: _____

Printed Name

Email: _____

Date: _____

Address: _____

Facility Usage Agreement
Sargent School District

For Office Use Only

Name of Organization/Individual: _____

Purpose of Event: _____

Requesting Party Qualifies as A:

Non-Profit Entity

For-Profit Entity

Requesting Party Qualifies as a:

Category 1 Entity *No Fee*

Category 2 Entity

Fee Amount:

Fee Waived by District

Category 3 Entity

Fee/Rental Amount:

Fee Waived by District

Insurance/Indemnification

Proof of Insurance Required

Proof of Insurance Not Required and/or Waived by the District

Damage Deposit

Required

Amount:

Not Required/Waived by District

Custodial Requirements

Custodian to be on site and conduct clean up

Custodian to clean up after event.

Fee or Charge:

Organization to clean facilities used.

Custodian to open and close building.

Keys

Key(s) checked out to organization: Key # or Description _____

Key Deposit Required

Deposit Not Required or Waived by District