

**AGREEMENT TO RENT TABLES and/or CHAIRS**  
**from USD 108 WASHINGTON COUNTY SCHOOLS**

USD 108 does have a limited number of chairs and/or tables that could be rented by the general public for use. The following requirements will need to be met in order to rent tables and/or chairs owned by USD 108:

1. Tables and/or chairs must be used indoor only.
2. Tables and/or chairs must be picked up and returned between the hours of 8:00-4:00 Monday through Friday. There is no custodian on duty during Saturday/Sunday to ensure the proper pick up or return delivery of the items.
3. There are up to 240 chairs for rent. Chairs will be rented at \$1.00 per chair, per event.
4. There are up to eleven (11) 8-foot white plastic tables for rent. Tables will be rented at \$10 per table, per event.
5. There are up to ten (10) 6-foot wooden tables for rent. Tables will be rented at \$10 per table per event.
6. Items will be inspected before and after the rental, and customers may be charged additional fees if there is damage or items are returned broken.

Application to rent tables and chairs needs to be made to the USD 108 District Office. Address is 101 W College Street. Phone number is 785 325 2261. Office hours are 8:00-4:00 Monday through Friday.

If application is approved for the rental of tables and/or chairs, pick up and delivery of items needs to be coordinated with Kenny Cook, head custodian at 785 541 0902.

Rental fees need to be paid prior to the removal of the tables and/or chairs from USD 108 property.

**TABLES and/or CHAIRS RENTAL APPLICATION for USD 108 WASHINGTON COUNTY SCHOOLS**

Today's date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact phone number \_\_\_\_\_

Date of event \_\_\_\_\_

Tables needed:

White plastic \_\_\_\_\_ Wooden \_\_\_\_\_

Chairs needed: \_\_\_\_\_

Rental fees required: \_\_\_\_\_

Office use only

Amount received: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_