
MINCO PUBLIC SCHOOLS: DISTRICT FACILITY USAGE FORM

FACILITIES USE AGREEMENT

Renting Organization _____

Contact Person _____ Contact Telephone _____

Contact Mailing Address _____

Event _____ Est. Attendance _____

Date/s to be used _____ Time of use _____ to _____

Facility to be used _____

Renting Organization has been provided and has read and hereby agrees to the terms and conditions of the rental set forth in District Policy ____ and District Regulation ____ and BB-R1. Renting Organization hereby releases District from any liability and/or damages and assume the responsibility and liability for any property damage or bodily injury which may occur as a result of the activities during the rental or usage of the listed District property. Renting Organization further agrees to indemnify District for any costs it may incur as a result of any damage or injury sustained as a result of the rental or usage, including the costs of any attorney fees expended in defense of any claim or lawsuit. Renting Organization understands that if the group/organization has insurance, it may be required to provide proof of insurance and/or to name District as an additional insured. Renting Organization further agrees to pay all fees due by the date of the event or this Facilities Use Agreement may be cancelled by the District.

Date: _____

Signature of Representative
Renting Organization

RENTAL COSTS

(To be completed by District)

Area to be used # Hours X Hourly Rate + Utility Cost = Cost

(Access to any areas not listed below is strictly prohibited unless approved in advance).

APPROVED: Superintendent _____

DENIED: Superintendent _____

DATE: _____

DATE: _____

DISTRICT PERSONNEL NEEDED

(To be completed by District)

Position	Rate of Pay	Cost
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Total Costs = _____

Total Cost _____	Deposit _____	Balance Due _____
(To be completed by District)		

Approved by District on the ___ day of _____, 20__.

Superintendent/Superintendent's Designee

Adopted: _____, 2019
Revised: