

Request for Building Use

Garrison Public Schools

Applicant Information

Name of Organization:	Today's Date:
Contact Person/Phone #:	Date/s Requested:
Event/Activity:	
Building/s &/or Room/s Requested:	
Equipment/Set-up Necessary:	
Time Building will be Opened:	Time Building will be Locked:
Number of Participants:	Fee you are Charging:

STATEMENT OF INTENT/INDEMNIFICATION AGREEMENT

- It is understood that I, or the organization that I represent, will be responsible for any cost incurred as a result of any damage to the building, equipment or property.
- I understand that Garrison Public School Policy does not allow any alcoholic beverages or smoking in school building or on school grounds.
- The _____ (Organization/Contact Person) agrees to defend, indemnify and hold harmless the Garrison School District from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Garrison School District by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand damage, loss, cost of expense is caused in whole or part by the negligence of the Garrison School District, or by third parties, or by the agents, servants, employees or factor of any of them.

Representative Signature: _____

Approval Information

Approved by:	Approval Date:
Fee Charged to Organization:	Notes:
Staff to be Notified: <input type="checkbox"/> Principal <input type="checkbox"/> Athletic Director <input type="checkbox"/> Business Manager <input type="checkbox"/> Janitors <input type="checkbox"/> Secretaries	

Rental Policy

It is the desire of the Garrison School District to make available to its patrons/taxpayers the facilities of the district for educational, recreational, civic, and cultural activities to the fullest extent possible; so long as these activities do not interfere with the regular school program and are conducted in accordance with the Board's rules and regulations with no extra cost to the district. There may be fees/charges for the use of facilities to cover the cost of heat, lights, custodial service, equipment and various other incidentals.

Assurances of proper care, maintenance and supervision must be made regardless for the use of the property. The board and their designees will have sole determination of rental and use parameters. Full responsibility rests with the person/organization using the school facilities to maintain adequate security and to leave the facilities in the same condition as they were before the usage. Acceptable conditions will be determined by the school staff responsible for the usage area.

No food or drink may be served in the High School gym unless the floor has been properly covered by Maintenance Staff. No alcoholic beverages or smoking in any school building or on school grounds.

The School Board and/or its agents, reserve the right to waive/adjust fees for non-profit organizations and to establish and revise the regulations and fees for the use of the school facilities. The current fee schedule is as follows:

Gym Rental

1. Non-Profits-\$50/day
2. Private Agencies or for Profit Groups-\$100/day

Classroom Rental

1. Non-profit agencies--\$50
2. Private Agencies or for Profit Groups-\$100/day

Kitchen Rental

1. Non-profit agencies--\$50
2. Private Agencies or for Profit Groups-\$100/day

Student Benefit

1. School sponsored clubs, sports, activities, or organizations that encompass primarily student members from Garrison Public Schools during the school year fees will be waived.
2. Coaches, advisors, or staff from Garrison Public Schools who choose to hold a camp over summer months for profit-\$75/camp/building.

Extended Use for Student Benefit for less than 5 days

1. Classroom-\$50
2. Kitchen-\$65
3. Gym-\$75

Extended Use for Student Benefit for greater than 5 days

1. Classroom-\$100
2. Kitchen-\$125
3. Gym-\$150

***If groups choose to use multiple rooms, the higher fee will be applied.**

***All charges to be paid in full prior to use. Refunds will be considered with advance notice of 48 hours.**