

RSU 3 Facility Use Request – Contract Agreement

Today's Date: _____

Organization/Individual: _____

Type of Function/Event: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Individual in charge of event and supervision: _____

Date of Event: _____ Time of Event: _____

Set-Up Time: _____ End Time: _____

Is this a public event: ____Yes ____No Projected Attendance: _____

Building/School: _____

Facility Requested:

- | | |
|---|-------------------------------|
| _____ Elementary School Gym/Cafeteria or MV Elem/MS Gym | _____ MV Cafeteria (one side) |
| _____ MV High School Gym | _____ MV Staff Lounge Room |
| _____ Kitchen Use *see equip't list | _____ MV MS/HS Library |
| _____ Elementary School Library | _____ MV Conference Room |
| _____ Classroom | _____ Other: _____ |
| _____ Outdoor Field | |

Equipment:

- ____ Piano – Grand ____ Piano – Upright
____ Projector ____ Screen
____ Microphone ____ Speaker System
____ Podium ____ Bleachers
____ Tables: # ____ ____ Chairs: # ____
____ Other: _____

***Kitchen Equipment:**

- ____ Range Top ____ Dishwasher
____ Freezer ____ Refrigerator
____ Slicer ____ Steamtable
____ Steamer
____ Other Kitchen _____

Special Setup Requests:

Other Special Conditions/Restrictions/Requests:

**> > Return request to Elementary School Building Principal
or RSU3 Facility Use Coordinator: Norann Garcia ngarcia@rsu3.org**

Contract Agreement

Fees: (to be completed by RSU 3 administrator)

Fees agreement as per the RSU 3 Facility Rental and Service Fees schedule:

Rental Fees: \$_____ Service Fees: \$_____ Total Fees: \$_____

Deposit Amount Due: \$_____ (Deposit = 25% of Rental Fees + 50% of Service Fees)

Policy:

I certify that I have been made aware of and agree to comply with all general rules specified in Policy KF – Community use of School Facilities. _____

(Signature)

Acceptance:

On behalf of the organization named below, I agree that all members and guests will observe the policies of RSU 3. Furthermore, I understand that we will assume full financial responsibility for any and all damage done to the property due to the intended use. I also agree to indemnify and hold harmless RSU 3 from all claims, loss, damage or expense of any kind which may be incurred as a result of this use.

Print Name: _____ Title/Organization: _____

Signature: _____ Date: _____

RSU 3 Approved by:

Print Name: _____ Title: _____

Signature: _____ Date: _____

(Office Use Only)

Priority Category: _____ Rental Fees: \$_____ Service Fees: \$_____

Calendared: _____ Total Fees : \$_____ Deposit Amount Due: \$_____

Contract Sent: _____ Deposit Amount Received: \$_____ Cash or Check# _____

Contract Received: _____ Deposit Received Date: _____ Receipt Nbr. _____

Insurance Received: _____ Balance Due: \$_____

Balance Amount Received: \$ _____ Cash or Check# _____

Balance Received Date: _____ Receipt Nbr. _____

Notify: ___ Facilities ___ Custodians ___ SNP ___ Administration ___ Other