

BUILDING RENTAL REQUEST

Today's date: _____ Approved

Which building requested: _____ Disapproved

Which room requested: Auditorium
(circle) Cafeteria
Gymnasium

Reservation date: _____
(signature) Building Principal

Reservation hours: _____
Date signed
From _____ am to _____ am = _____ Total #hours
From _____ pm to _____ pm = _____ Total #hours

As responsible party for this request, I hereby agree to (a) reimburse the Arkadelphia Public School District for any and all damages to school property that may occur in connection with the meeting, (b) be responsible for the orderly conduct of all persons when they are in or about the building during the time said body has rented the facility, and (c) adhere to the General Conditions for Use of Facilities as set forth in School Board Policy KG.

Name, address, phone# of organization: _____
(signature) Responsible Party

Date signed

Number attending: _____

Purpose/Major Activities of meeting: _____
Name of custodian or other school official who will be on duty: _____

Instructions for payment:

Revenue code: 2000-19130

Please make two separate checks payable to the Arkadelphia Public School District. One check for \$100.00 is a refundable deposit. The check will be voided and returned to you provided no damage is done to school property and all agreements are met. If event goes over pre-determined time, additional fee will be assessed per rental usage.

A second (separate) check should be submitted for rental use, determined as follows:

1. \$50.00 per hour (_____ hrs. x \$50 =) \$ _____