

**Fowler USD #225
Building and Equipment Use Request
For Non-School Events**

Today's Date _____

Name of Group or Individual Requesting _____

Name of Person Responsible _____ Phone _____

Mailing Address _____

Event/Description _____

Event Date _____ Time _____

Area or Equipment Requested for Use _____

A fee will be charged for participation in the activity.

If yes, proceeds will go to _____

When using the facilities, the visitors are expected to leave the rooms in the same condition they found them. A refundable \$20 janitorial deposit will be collected at the time of request; deposit will be returned after inspection of area used. An additional fee may be assessed if janitorial services are required beyond what is covered by deposit. Use of the kitchen requires contact with the Food Service Director for a "Kitchen Use Checklist."

A refundable deposit may be required for equipment. Any equipment used will be returned in the condition it was when loaned. Replacement cost will be assessed any borrowed equipment that is returned damaged unless other arrangements are made with the Superintendent of Schools.

Use of the auditorium sound and light board may require hiring a school employee to properly operate the system.

An hourly fee will be assessed any individual or organization who use district facility for personal gain. Fee assessment is listed below:

Dome Gym & Commons	\$15.00 hr
Dome Commons	\$10.00 hr
High School Gym	\$8.00/hr
Grade School Gym	\$5.00/hr
Auditorium	\$5.00/hr
Cafeteria	\$6.00/hr
Kitchen	\$10.00 hr
Classroom	\$3.00/hr

The District does not insure security of personal equipment left unsupervised. Personal equipment for the event is the responsibility of the individual.

Signature of Responsible Party

Date

Approval of Superintendent

Date