

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

830-Exhibit

ROOM USE CONTRACT

**Facility Agreement
Iola-Scandinavia School District**

It is hereby agreed upon by the Iola-Scandinavia Board of Education and the _____
to rent the _____

Date(s) of event:

Schedule of Rates for Use of Facilities

Multi-Purpose Room/Commons:

First 2 hours.....	\$5.00
Each additional hour.....	\$2.00

Kitchen:

First 2 hours.....	\$5.00
Each additional hour	\$2.00

Gymnasium:

First 2 hours	\$10.00
Each additional hour	\$2.50
Basketball practice by outside organizations	

Stage/Auditorium:

First two hours	\$10.00
Each additional hour	\$2.50

By signing this agreement, the _____ agree to follow and adopt Board policy and the rules and regulations at listed.

Furthermore, _____ is in complete charge and directly responsible for maintaining contact and communication with the School District.

Use of School Facilities

All requests for the use of facilities by any outside organization wishing to use the buildings or grounds after school hours shall be made through the Building Principal or District Administrator.

1. The use of all tobacco products on school premises is prohibited.
2. There shall be no alcoholic liquors or beverages brought to or consumed in the buildings or on the grounds.
3. All facilities need to be left in the manner they were found. Do not move furniture, equipment or supplies without permission.
4. The applicant is held responsible for the preservation of order.
5. The Board of Education provides proper dressing rooms but does not provide use of school furniture or other accessories.
6. The Board assumes no responsibility for property theft on the premises by the applicant.
7. All electrical equipment and arrangements shall be in charge and control of the Board of Education or its representative.
8. The Board of Education or its representative shall have free access to all rooms at all times.
9. The auditorium, gymnasium or other rooms used by the applicant will be examined carefully after use and the applicant agrees to make good promptly any loss or damage occurring during the applicant's use said room or rooms.
10. The right to revoke a permit at any time is reserved by the school authorities.
11. No reservation will be made until the application is returned and approved by the Building Principal or District Administrator.
12. If custodial staff /kitchen staff is needed, a rate of \$30 per hour will be charged.
13. If a building key is needed, a \$20 deposit is required.

Items needed for the event. (Please check or fill in the following).

- _____ 1. Public address system
- _____ 2. Digital projector
- _____ 4. Movie screen
- _____ 5. Overhead projector
- _____ 6. Podium
- _____ 7. Building key
- _____ 8. Folding chairs Number needed _____
- _____ 9. Folding tables Number needed _____
- _____ 10. Coat racks Number needed _____
- _____ 11. Janitors(\$30 per hour) Number needed _____
- _____ 12. Cooks (\$30 per hour) Number needed _____

Signature of District Administrator or Building Principal

Signature of group representative