

**North Gem School District #149
Building Use Reservation Form**



Date of request: _____ Requested by: _____

Phone#: _____ Address: _____

Signature: _____

The above signed is responsible for a one time door access code, cleaning up, keeping use only in the areas requested, and paying rental fees and fees for damage as may be applicable. Facilities are not available for overnight use.

___ I understand that I am required to pay a per hour rate for custodial services during set-up, the event, and clean-up. This fee must be paid prior to use.

Hours: ___ x Rate:\$___ =Total: \$_____

Reason for reservation

Areas to be used: _____

Dates & Times requested: _____

___ I am requesting a vendor space for Pioneer Days (\$50) Space #: _____

* no custodial fee for this reservation.

Any damages occurring during rental are the responsibility of the renters to pay for repairs. By signing here, the renter agrees to pay for any damages to school property:

Signature: _____

Received by: _____

Fee amount paid: \$ _____

Athletic Directors signature: _____ (Prior to use)

Business Managers signature: _____ (Prior to use)

Superintendent's signature: _____ (Prior to use)

Maintenance Supervisor: _____ (After use)

Facilities Report:

Damages/Repairs costs: \$_____ N/A

Description of damages (if any):

The District reserves the right to deny facilities use. The superintendent has the authority to waive fees.