

DILLINGHAM CITY SCHOOL DISTRICT
P.O. Box 170
Dillingham, Alaska 99576

Facility Use Request Form

Complete the following form to rent school facilities. This request must be submitted at least one week in advance of the event. Payment must be received at least 48 hours prior to the facility use date.

Procedures

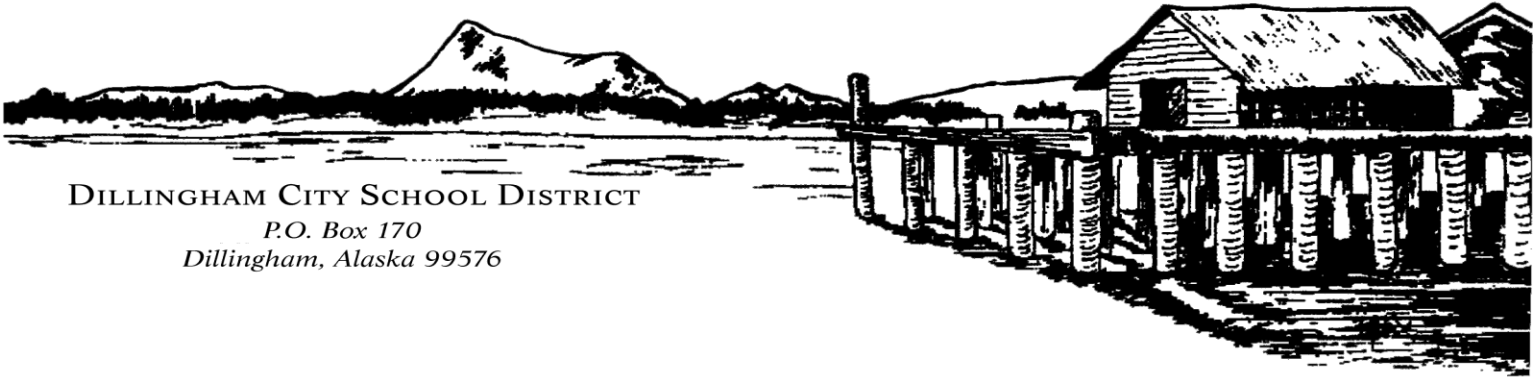
1. Fill out the first page of the form.
2. Meet with the principal to discuss facility use agreements and rental cost.
3. The principal will submit the form to the business department.
4. The business department will send an invoice for payment.

Name/Organization: _____
Address: _____
Phone #/Email: _____

In the space below, describe the event. Please include dates and any special equipment needs.

The following list contains rooms that are available for rent and the rental fee. Check off the room or rooms that you would like to reserve and indicate how many hours you need them for.

- | | |
|--|-------------|
| <input type="checkbox"/> Standard Classroom (\$15/hr or \$105 max per day) | _____ hours |
| <input type="checkbox"/> Elementary Library (\$15/hr or \$105 max per day) | _____ hours |
| <input type="checkbox"/> Cafeteria (\$15/hr or \$105 max per day) | _____ hours |
| <input type="checkbox"/> Home Economics Classroom (\$50/hr or \$350 max per day) | _____ hours |
| <input type="checkbox"/> Elementary Gym (\$50/hr or \$350 max per day) | _____ hours |
| <input type="checkbox"/> Middle School Gym (\$50/hr or \$350 max per day) | _____ hours |
| <input type="checkbox"/> High School Gym (\$50/hr or \$350 max per day) | _____ hours |
| <input type="checkbox"/> Kitchen (\$60/hr or \$420 max per day) | _____ hours |



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Facility Use Agreements

- I am at least 18 years of age.
- I will keep fire exits clear.
- I will be responsible for the cost of any damages to the facility or equipment that happen during the event, including materials and labor needed for repairs.
- I will clean up after the event and leave the facility in the same condition that it was when I arrived.
- I understand that the maintenance department will inspect the area after the event and that an additional cleaning fee of \$50/hour will be charged if basic cleaning, organizing, and trash removal have not been done. Renters are expected to put chairs and tables away, sweep, and/or mop the area.
- I understand that no intoxicated people, alcoholic beverages, marijuana, or tobacco are allowed in the school buildings. I will communicate this to event participants.
- I understand that children must be supervised at all events.
- I understand that I must follow room occupancy limits; larger events require larger spaces.
- I understand that the Dillingham City School District reserves the right to cancel any activity. Every effort will be made to avoid conflicts and cancellation of scheduled community activities.
- I understand that the rental fee includes reasonable use of trash bags, paper towels, and toilet paper. The Dillingham City School District will not provide food, beverages, or other supplies.
- I will hold the Dillingham City School District harmless against any and all claim for personal injury, death, or property damage resulting directly or indirectly from any act, incident, or accident occurring as a result of the acts, errors or omission by the renter or its agents, guests, or employees arising in connection with the operations, use or occupancy of the premises by the renter.
- I understand that the facility use fee will only be waived for events that involve the direct participation of Dillingham City School District students or memorial services.

By signing below, I acknowledge that the building principal has reviewed all the facility use agreements with me and I commit to follow them:

Signature

Date

Principal Approval

Signature

Date