



## FACILITY USE AGREEMENT

### GENERAL INFORMATION

BUILDING: \_\_\_\_\_ DATE (S) OF EVENT: \_\_\_\_\_  
 FACILITY: \_\_\_\_\_ SPONSORING GROUP: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 \_\_\_\_\_

### RENTAL PACKAGE

### COST

GYMNASIUM:	HOURLY	DAILY	_____
ACTIVITES CENTER:	HOURLY	DAILY	_____
CAFÉ:	HOURLY	DAILY	_____
CLASSROOM:	HOURLY	DAILY	_____
ADDITIONAL SERVICES/EQUIPMENT COST			_____

PLANNED START TIME: \_\_\_\_\_ PLANNED END TIME: \_\_\_\_\_  
 TOTAL NUMBER OF HOURS: \_\_\_\_\_ \*ESTIMATED TOTAL COST: \_\_\_\_\_

*All rental policy documents are attached, please read and initial indicating that you agree with the rental requirements and facility use rules/guidelines.*

*\*Organizations/groups will be charged an additional fee by the hour if the event is not complete by the planned end time.*

**I represent the organization/group named above and agree to these financial terms.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_

BUILDING ADMINISTRATOR SIGNATURE/APPROVAL: _____ DATE: _____
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