

BUILDING AND GROUNDS REQUEST & AGREEMENT FORM

Date (s) requested _____ Building and/or Grounds _____

Time (s) requested _____ Week Day: M Tu W Th Fr Sat Sun

Organization _____ Admission Charged: Yes _____ No _____

Address _____ Telephone _____

Representative _____ Telephone _____

Attendant Responsible _____ Telephone _____

Certificate of Insurance required: ___Yes ___No

District Staff Required: ___Yes ___No Specifically _____

Classification of Organization (circle) Class "A" Class "B" Class "C"

Charges: Facility (s) \$ _____
Personnel _____
Other Costs _____ For _____
Deposit _____
Total \$ _____

FACILITY (Check)
____ Gymnasium
____ Classroom (s) _____ # of Rooms
____ Kitchen
____ Dining Area
____ Auditorium
____ Computer Lab
____ Commons Area
____ Balcony
____ Fitness Room
____ Concession* (circle- Outdoor Indoor)
____ Athletic Field (circle Baseball- Softball - Soccer - Tennis - Track -Football)

EQUIPMENT (Check)
____ Podium
____ Chairs _____ # of Chairs
____ Tables _____ # of Tables
____ Public Address System
____ Lighting Equipment
____ Press Box
____ Lights
____ Water
____ Waste Removal

***MUST HAVE A HEALTH DEPARTMENT PERMIT & CERTIFIED FOOD MANAGER ON SITE**

School rep. verification of facility availability _____ Date _____

Renter Representative _____ Date _____

Use Approved _____ Disapproved _____

Superintendent _____ Date _____

That Marengo Community High School District #154 (hereafter referred to as "Party of the First Part") does lease its environs to the _____ (hereafter referred to as "Party of the Second Part") for approximate dates listed below, and that the Party of the Second Part shall pay the Party of the First Part (School) \$ _____ for the lease and use of said property.

The person, organization, group, team, agency or business requesting use of the facility will be referred to as the "Contractor" and shall indemnify, keep and save harmless the Board, its agents, officials and

