



**SCHOOL FACILITY RENTAL AGREEMENT**

PERSON TAKING RENTAL REQUEST \_\_\_\_\_

RENTAL PARTY \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ALTERNATE PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

DATE(S) REQUESTED \_\_\_\_\_

CAMPUS REQUESTED    \_\_\_ Elementary    \_\_\_ Middle    \_\_\_ High

ROOM(S)/AREA(S) REQUESTED \_\_\_\_\_

NATURE OF USAGE \_\_\_\_\_

DETAILS \_\_\_\_\_

EQUIPMENT REQUIRED \_\_\_\_\_

RATE \_\_\_\_\_ TOTAL DUE \_\_\_\_\_

DEPOSIT \_\_\_\_\_ (Due two weeks before event)

BY SIGNING THIS CONTRACT, YOU HAVE READ AND AGREE TO THE GUIDELINES AND CONDITIONS AS SET OUT IN THIS CONTRACT.

\_\_\_\_\_  
Signature of Renting Party

\_\_\_\_\_  
Signature of School Authority

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\_\_\_ Confirmed rental

\_\_\_ Deposit received

\_\_\_ Entered on rental calendar

\_\_\_ Total due received

\_\_\_ Receipt sent

