

APPLICATION
(For Use of Buildings or Facilities)

Date of Application _____

Facility requested _____

Purpose _____

Organization making request _____

Person in charge _____

Person making application _____

Address _____ Phone _____

Date(s) requested _____ Time _____

Number of participants _____

Specific activities _____

Special custodial services needed _____

Equipment needed _____

Do not complete this section until charges are established

Charges \$ _____

\$ _____ rental fee per day x _____ days requested

\$ _____ custodian hourly rate x 1.5 x _____ hours to be worked plus 16%

\$ _____ Total

I understand that organizations using the school or its facilities assume full responsibility in cases of damage to property and hereby agree to pay any charge incurred.

(Indemnitor) agrees to indemnify and HOLD HARMLESS the Board of Education and its agents and employees from all liability, claims, demands, damages or costs for, or arising out of _____ (subject of indemnity) whether it be caused by the negligence of indemnitor or the Reading Board of Education or either party's agents or employees, or otherwise.

I understand the payment of the full amount of the charges must be submitted to the Treasurer's office at least ten (10) days prior to the event. I further understand that failure to submit the full payment may result in the cancellation of the rental agreement. I further understand that if custodial costs exceed the charges listed above, the group will be responsible for an additional charge to cover Board expenses.

Signed _____

To be completed by school officials

Permission is hereby granted to use the school premises for purpose outlined above on the date and times shown.

Proof of Insurance Date: _____

Paid in full Date: _____

Comments: _____

Date Approved: _____

Signed _____

Position _____

Building Principal: _____
(signature)

<u>Fee Schedule for Building Use</u>	
Auditorium	\$250.00 + custodial charges
Central Gym	\$125.00+ custodial charges
Hilltop Gym	\$100.00+ custodial charges
High School Gym	\$200.00+ custodial charges
Kitchen & Cafeteria	\$125.00+ custodial charges
Cafeteria Only	\$125.00+ custodial charges
Classroom	\$ 20.00+ custodial charges

These rates would be charged on a per day basis.

Custodial rates will be calculated at time and one half per hours worked plus sixteen percent (the 16% covers board costs related to retirement and benefits).

THE SCHOOL RESERVES THE RIGHT TO RELOCATE OR CANCEL ANY GROUP MEETING SITE WHICH CONFLICTS WITH SCHOOL ACTIVITIES OR FOR ANY OTHER JUST CAUSE.