

Unified School District No. 244

200 South Sixth Street

Burlington, KS 66839

School Facility / Equipment Use Permit

It is the policy of the Board of Education of Unified School District 244, Burlington Kansas that there be no discrimination on the grounds of race, religion, color, sex, national origin, age or disability in any program or activity held in its facilities. This permit authorizes the use of school facilities and / or equipment as listed. The person to whom this permit is issued must agree to accept responsibility for all provisions listed.

Permit Issued to: _____

Purpose of Usage: _____

Address: _____ Contact Person: _____

Phone / Cell: _____

Date/s of use: _____ Hours: _____

Facilities Requested: _____

Equipment requested: _____

Rental Fee (Check all that apply)

Venue	Rate	Hours	Total
Gymnasium			
Commons			
Theater			
Multimedia Room			
Classroom(s)			
Kitchen			
Locker Rooms			
Wrestling Room			

Equipment/Technology (Check all that apply)

Equipment	Rate	Hours	Total
Microphone / PA			
Theater Sound System			
Theater Lighting System			
LCD Projector			
Portable Projection Screen			
Promethean Board			
Wireless Internet Access			

Supervisory Charges:

Supervisory Positions	Rate	Hours	Total
Custodial Service (per person)	\$22.50 / hr.		
Light / Sound Tech	\$22.50 / hr.		
Certified Staff Personnel Supervision	\$22.50 / hr.		
Kitchen Personnel	\$22.50 / hr.		

Security Deposit:

A \$50 security deposit is required at contract signing to ensure security of date and facility. Dates will not be guaranteed without the deposit. Deposit will be applied to total charge at the completion of the event.

All supervisory charges will be paid to individual working event and are due at the completion of the event. All facility and equipment fees will be paid directly to USD 244.

I, the undersigned, am aware of building usage provisions/guidelines and I agree to the responsibilities listed in this contract. Failure to complete obligations of this contract will forfeit future considerations for building and equipment use.

Signature of Renter / Organization Designee

Date

Signature of USD 244 Representative

Date