

**AUBURN SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL FACILITIES**

The undersigned accepts responsibility for seeing that all rules regulating the use of facilities are followed and shall be responsible for any damages resulting from the use of the facilities and agrees to **defend**, indemnify and hold harmless the Auburn School District, **its officers, agents and employees for any property damage or injury occurring during or as a result of the event.** Payments, if any, should be made payable to Auburn Village School and included with the application in the form of a check or money order.

Today's Date: _____ Name of Organization: _____

Name of Person Requesting the Facilities: _____

Address: _____

_____ **Non-Profit Organization** OR _____ **For-Profit Organization or Private Group**

Signature: _____ Telephone Number: _____

Access to the facilities will be required on:

Date _____ at (Time) _____ to set up

Date _____ at (Time) _____ for the event

Date _____ at (Time) _____ to clean up

Facilities being requested:

Gymnasium (**Capacity 450 with chairs, 300 with tables**) _____

Classrooms _____

Stage (**Capacity 85**) _____

Music Room _____

Library _____

Cafeteria (**Capacity 150 with tables**) - **does not include kitchen and equipment** _____

Unlock Building _____

Non-Smoking – Smoking is forbidden by statute on all school grounds in the District.
Alcohol Use – Saturdays after 7:00 p.m. subject to the specific provisions of the Application Procedure.
A violation is cause for suspension of the organization signing this document using the facilities.

Kitchen* (equipment)..... _____

*Lunch Director must be contacted if this line is checked. The using organization shall assume the cost incurred from the use of the kitchen.

Lock Building _____

Equipment needed:

Cafeteria Tables _____

TV/VCR _____

Chairs (how many)..... _____

Easel..... _____

Overhead Projector _____

Microphone _____

Facility Utilization Fees – TOTAL: _____

Opening \$20 Gymnasium \$50 Cafeteria \$50 Rubbish Removal \$10

Closing \$20 Library \$35 Cafeteria/Kitchen \$75 Deposit \$50

Classrooms \$25 each Ball Fields/Grounds \$25 Electronic Equipment Additional Deposit \$50

Other _____ Deposit _____

Approved by: _____, Principal or designee Date: _____

Comments: