

## 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 this form of a check or money order. (Two weeks prior to event.)

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Title of Event

\_\_\_\_\_  
Name of Person Requesting the Facilities

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

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

Signature: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Access to the facilities will be required on:

Date		at (Time)		<b>to set up</b>
Date		at (Time)		<b>for the event</b>
Date		at (Time)		<b>to clean up</b>

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.  
 Proof of a scheduled police detail must be provided.  
 A violation is cause for suspension of the organization signing this document using the facilities.

**Facilities being requested:**

- Gymnasium (Capacity 450 with chairs, 300 with tables)
- Platform (Capacity 85) (no permanent props)
- Band Room
- Media Center
- Cafeteria (Capacity 150 with tables) - does not include kitchen and equipment
- Kitchen\*(equipment) Food Service Director must be contacted immediately if this area is checked. The using organization shall assume the cost incurred from the use of the kitchen.

Unlock Building  Lock Building

Cafeteria Tables <input type="checkbox"/>	Easel <input type="checkbox"/>	TV/VCR <input type="checkbox"/>	Overhead Projector <input type="checkbox"/>	Microphone <input type="checkbox"/>	Screen/Projector Use <input type="checkbox"/>
Chairs (how many)	Misc. (specify)				

Facility Utilization Fees – TOTAL: \_\_\_\_\_

<input type="checkbox"/> Opening \$40	<input type="checkbox"/> Gymnasium \$100	<input type="checkbox"/> Cafeteria \$100	<input type="checkbox"/> Rubbish Removal \$20	<input type="checkbox"/> Cafeteria/Kitchen \$150
<input type="checkbox"/> Closing \$40	<input type="checkbox"/> Media Center \$70	<input type="checkbox"/> Classrooms \$50ea	<input type="checkbox"/> Ballfield/Grounds \$100	<input type="checkbox"/> Cleaning/Damage Deposit \$100
<input type="checkbox"/> Other	<input type="checkbox"/> Event Cleaning \$20/hr	Deposit		

Approved by \_\_\_\_\_, Principal or designee Date: \_\_\_\_\_

Comments: