

## 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 <input type="checkbox"/>	Lock Building <input type="checkbox"/>

Cafeteria tables		Easel		TV/VCR		Microphone		Screen/Projector		Pop Up Shelter qty (max 4)	
Chairs (#)		Misc. (specify)									

**Facility Utilization Fees – TOTAL:**

Opening \$40	Gymnasium \$100	Cafeteria \$100	Rubbish Removal \$20	Cafeteria/Kitchen \$150
Closing \$40	Media Center \$70	Classrooms \$50 each	Ballfield/Grounds (up to 3 hrs.) \$150	Cleaning/Damage Deposit \$100
Other		Event Cleaning \$20/hr	Ballfield/Grounds (full day) \$300	

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