

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)		to set up
Date		at (Time)		for the event
Date		at (Time)		to clean up

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 ☐ Building Unlock Time _____ Building Lock Time _____

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: