



## USE AGREEMENT/APPLICATION FOR USE OF SCHOOL FACILITIES

All information must be furnished before the application can be processed. Fees must be paid five (5) working days prior to the scheduled event. Make a check or money order payable to Amana Academy. Electronic payments can be made using the invoice provided.

1. Name of Organization: \_\_\_\_\_
2. Responsible Representative: \_\_\_\_\_  
Position with Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone (W): \_\_\_\_\_  
Email: \_\_\_\_\_
4. Date (s) Requested: \_\_\_\_\_
5. Hours Requested: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_
6. Type of Activity/Purpose: \_\_\_\_\_
7. Number of persons expected to attend: \_\_\_\_\_
8. Name of Chaperon or other authorized representative of organization who will be present during use if other than undersigned: \_\_\_\_\_
9. Name of Organization's liability insurance co & Policy Number: \_\_\_\_\_
10. Do you want to charge an admission fee & if so, the amount? \_\_\_\_\_  
NOTE: Prior approval of the administration is required in order to charge admission.
11. Will this activity be a fundraiser? \_\_\_\_\_
  - a. If yes, must be section 501 C (3) tax exempt organization and must attach copy of IRS determination letter to application.
12. Do you want to serve refreshments? \_\_\_\_\_
  - a. NOTE: Prior approval of the Rental Office is required in order to serve refreshments. Food and beverages are not allowed in school buildings except in the cafeteria. A clean-up fee/deposit may be charged if food and/or beverages are served.

FEE SCHEDULE		Non-Profit		For-Profit	
		Minimum Fee (2 hours)	Hourly Rate for each hour (over 2 hours min)	Minimum Fee (2 hours)	Hourly Rate for each hour (over 2 hours min)
	Gym	\$200	\$100/hr	\$300	\$150/hr
	Cafeteria	\$300	\$150/hr	\$400	\$200/hr
	Media Center	\$200	\$100/hr	\$300	\$150/hr
	Parking Lot (Front/Back)	\$500	\$250/hr	\$600	\$300/hr
	Suite 102	\$150	\$75/ per hour	\$200	\$100/ per hour
	Suites (108, 109A, 109B, 110)	\$100	\$50/per hour	\$200	\$100/ per hour
	OTHER FEES:				
	Custodial (rate per day)		\$20/hr		\$20/hr
	Security (events > 40 people)		\$55/hr		\$55/hr

**TOTAL CHARGES:** \_\_\_\_\_

**Payment due in full upon contract execution.**

The undersigned agrees to abide by Amana's General Use Agreement. The undersigned shall be financially responsible for any and all claim of loss, injury or damage to person or property resulting from the organization's use of School property and shall indemnify the School Board and its employees and agents against any liability resulting from the organization's use of School Board property. The undersigned further agrees to pay all applicable fees at least five working days prior to use.

The undersigned hereby covenants and agrees to hold harmless as a result of any damage or injury to the school facilities and to indemnify Amana Academy against any liability whatsoever resulting from the use of the premises by the undersigned, whether servants or agents or independent contractors guest or otherwise. The undersigned does not intend to and does not hereby create any right of remedy in any third person.

The Organization's Representative (s) has/have read and agrees to the facility use terms and conditions on the back of this agreement.

\_\_\_\_\_  
*Organization Representative's Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
School Representative's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Sponsor's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**\*Make check payable to Amana Academy**

**\*For electronic payments use the Paypal Invoice link provided**

Administrative Review:

Application Approved: \_\_\_\_ Yes; \_\_\_\_ No (Check One) Date \_\_\_\_\_ Signature \_\_\_\_\_  
If No, please state reason for denial: \_\_\_\_\_