

APPLICATION & AGREEMENT FOR FACILITY USE

 Return to Shelly Hiett: shiett@be.wednet.edu 360-757-3387

Organization/Person Responsible _____ Phone _____

Email Address _____

Billing Address _____

School _____ Space(s) _____ Purpose _____

Date(s): _____ Time facility open _____ Time facility closed _____ # of Attendees _____

Group A	N/C				
Group B	N/C with member roster				
Group C	Utilities	\$13.00/hr			
Group D	HS Gym/Kirkby/Cafeteria	\$25.00/hr	Group E	HS Gym/Kirkby/Cafeteria	\$50.00/hr
	Elem & MS Gym/Café	\$15.00/hr		Elem & MS Gym/Café	\$25.00/hr
	Libraries	\$10.00/hr		Libraries	\$25.00/hr
	Kitchens (*)	\$30.00/hr		Kitchen (*)	\$60.00/hr
	(*) additional cook fees mandatory & invoiced separately			(*) additional cook fees mandatory & invoiced separately	
Custodial fees:	(2 hour minimum)	\$47.50/hr during normal custodial hours	\$71/hr overtime hours	NOTE: The custodial fees change each year to reflect current salary costs.	

Basic Rental Fee:
Group A \$N/C

Group B \$N/C

Group C \$10 per hour X _____ hour(s) = \$ _____

Group D \$ _____ per hour X _____ hour(s) = \$ _____

Group E \$ _____ per hour X _____ hour(s) = \$ _____

Custodial Fee:

\$N/C

\$ _____ per hour X _____ hour(s) = \$ _____

\$ _____ per hour X _____ hour(s) = \$ _____

\$ _____ per hour X _____ hour(s) = \$ _____

\$ _____ per hour X _____ hour(s) = \$ _____

Miscellaneous Fees \$ _____ (Example: A/V equipment, sound, lighting)

Total Due \$ _____

Receipt # _____

This form is a legally binding document and user attests to being 18 years or older. By signing this agreement, you are assuming responsibility and receipt of the attached agreement for use of school facilities.

User Signature _____

Date _____

District Approval _____

Date _____

USER CLASSIFICATIONS

Group A

Official programs and activities of the Burlington-Edison School District #100. These groups have first priority and are not charged for the use of the facilities.

Group B

Any non-profit community youth group, comprised of 100% Burlington-Edison School District #100 students, will not be charged for use of available facilities during normal staffed hours. A roster of members must be submitted before fees are waived.

Examples; Boy Scouts, Girl Scouts, Campfire girls, 4-H Clubs, youth orientated recreation groups, out-of-season school sport teams, in-district youth orientated banquet or functions.

Group C

Any non-profit community youth group, comprised of *less than* 100% Burlington-Edison School District #100 students, will pay a utility fee for the use of available facilities during the rental period.

Examples; Boy Scouts, Girl Scouts, Campfire girls, 4-H Clubs, youth orientated recreation groups, out-of-season school sport teams, in-district youth orientated banquet or functions, and political caucuses.

Group D

Organizations whose main purpose is to promote the welfare of boys and girls and/or to improve the quality of life in the community *via fundraisers*. If an admission is charged or registration is required a rental fee will apply, and a custodial fee will apply for setup or if event is after normal staffed hours.

Examples; fundraisers for disease or charity, public concerts and athletic events.

Group D would also include adult recreation, church functions, public meetings, adult education and out-of-district youth orientated banquets or functions. These groups will be charged a rental fee, plus custodial fee if event is after normal staffed hours.

Group E

This group would include commercial enterprises that are profit-making organizations, and business-related enterprises. Group E would include all activities that yield a financial return to the promoters in any fashion.

Examples; for-profit dances, concerts, auctions. These groups will be required to pay rental fee, custodial fee, and equipment use fees.