

SCHOOL FACILITIES USE CONTRACT

I (We), the undersigned, represent the _____ (group, organization name, company name)

and do hereby request the use of:
 Mountain View K-8 _____ (specify area to be used)
 M.V. High School _____ (specify area to be used)
 UCSD#4 Board Room

on _____, for the purpose of _____.

(This request must be approved 10 days before the scheduled event or use of facility. All requests are handled on a first come first served basis. No facility will be reserved without this form being completed and approved by the building administration and the activities coordinator.)

The signed individual(s) agree to pay the custodial fee when listed at the rate or pay listed and any other payments associated with the use of the facilities requested. We agree to keep accurate time records for the time associated with our facility request. We understand that these fees are due at the completion of the event or within seven (7) calendar days after the event. The fees will be delivered to the Central Office for Uinta County School District Number Four. No payment will be rendered to an employee of the District. We have received a copy of the School Board Guidelines governing the use of school facilities and do hereby agree to abide by them. I (We) understand that failure to follow these guidelines will forfeit permission granted to us for the listed event and future events.

1. Actual dates and times we will be in the building for set up and the event are: _____

2. The group or organization will need the following areas or rooms: _____

3. We will need the following equipment and a specialized operator if so directed:
 Sound Stage Podium Piano Lighting Other: _____

Organization Name _____ Date _____
x _____ \$ _____
Organization Representative Fees Due

Approved by:

x _____
Building Administrator
Name of Custodian On Duty

x _____
Activities Coordinator
Date and Hours Assigned

Revised: January 8, 2008