

WAYNESBORO PUBLIC SCHOOLS

SCHOOL FACILITIES USE AGREEMENT

_____ requests the use of _____

on the following dates (s) _____ for the time of _____

The applicant agrees to abide by the following terms:

1. Event will be properly supervised.
2. Restitution to the school division will be made for any property damage (**\$200 Deposit Required - \$150 returned to rentor if no damages, missing equipment or alterations**).
3. All fire code regulations will be followed.
4. Parking will be monitored and no vehicles will be permitted on grass areas.
5. The Waynesboro School Board prohibits the use of all tobacco products on all school property at all times.
6. No alcoholic beverages are permitted on school property at any time. If containers for alcoholic beverages are needed in the productions of a play or variety show, the containers shall be empty of alcoholic contents, labeled as props and removed from the school premises overnight between rehearsals and shows.
7. Rental fees, custodial services and other support services must be contracted with the individual school.
8. All bills related to this agreement must be paid within 30 days of the use of the facility.
9. The person signing the agreement assumes the responsibility of informing all parties involved of the terms of this agreement and of school rules and regulations.
10. The school must be notified if it is necessary to cancel the event. The applicant may be responsible for paying related support services on short notice cancellations.
11. Use of cafeteria kitchen space is only permitted if the school cafeteria staff is used.
12. Support staff fees are charged to the renting organization if school staff is required to open, close, or cleanup the building.

FEES			
Rental Area _____	Custodial _____	Cafeteria Worker _____	

_____	_____	_____	_____
Date of Application	Applicant Name	Applicant Organization	School Rep