

New York Mills

Independent School District #553

REQUEST FOR BUILDING USE

Group Name _____ Date of Use _____ S M T W Th F S
 Contact Person _____ Time Set Up will Begin _____ a.m. p.m.
 Purpose _____ Time Event will Begin _____ a.m. p.m.
 Estimate Number Attending _____ Time Event will End _____ a.m. p.m.

Indoor / Outdoor Space / Rooms Needed (Fees Subject to Change)


_____ Sports Center \$ 85.00	_____ FACS Room #118..... \$ 40.00
_____ North / HS Gym \$ 55.00	_____ High School Business Lab Room #121 \$ 40.00
_____ Activity Center / Gym..... \$ 45.00	_____ Elementary Media Center Room #217 \$ 10.00
_____ Performing Arts Center / Auditorium..... \$ per hr schedule	_____ High School Media Center Room #108..... \$ 10.00
_____ Multi-Purpose Room..... \$ 30.00	_____ Community Meeting Room #409..... \$ 10.00
_____ Commons..... \$ 30.00	_____ High School Conference Room #106D \$ 10.00
_____ Commons & Kitchen..... \$ 17 per hour	_____ Elementary Conference Room #47..... \$ 10.00
_____ Windows Lab Room #312 \$ 40.00	_____ Classroom # _____ \$ 10.00
_____ Elementary Computer Lab Room #213 \$ 40.00	_____ Other _____ \$ _____
_____ Equipment & Classroom for UN / College.....	_____ The Greater of \$30 or \$15 per hour

Special Requests / Equipment / Comments _____

Approval Qualifications

- All requests for the use of facilities by any group are to be made through the District Office **at least one week prior to the event.**
- This written request must be authorized by the Superintendent or Community Education Director.
- A copy of this request with the Superintendent's or Community Education Director's authorization will be sent to you upon approval.
- A bill will be sent to the group after the rental date by the District Office, which will list all charges, including any charges for damage. **Any additional costs incurred by the District will be billed to the group.**
- If your event is cancelled, please call 385-4203 as soon as possible, or you may be charged the rental fee.
- The applicant is held responsible for the preservation of order.
- The rental fee will be used by the School District to cover the costs of providing: (a) the room, (b) light and heat, and (c) custodial service / staff / etc.
- The renting group will provide: (a) personnel to set up room as it desires and for rearranging the room as found, (b) security or police, (c) parking attendant, if desired.
- The custodian will inspect the facilities to be used before and immediately after their use and report any damage to the Superintendent.

All non-school organizations, please attach or mail a copy of your certificate of insurance to the New York Mills School. The District Insurance Company wants proof of insurance from all outside groups.

 _____ Date _____
 Signature of Contact Person (I consent to the above)

Billing Address _____ Phone _____

For Office Use Only

School District Authorization _____ Date _____

FEES (If Applicable)	Rental Fee \$ _____	Technician \$ _____	Attendant / Custodial \$ _____
	Supervisor \$ _____	Damage \$ _____	TOTAL \$ _____ (Please pay this amount)