

# BENTON SCHOOL DISTRICT 7.10FB Facilities Rental Agreement

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Name of Group or Individual: \_\_\_\_\_

Name/Phone Number of contact person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Facility requested: \_\_\_\_\_

***\*Cafeteria rentals will require approval by the building principal. All other facility rentals will be approved by Central Office.***

Date of activity: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Type of activity: \_\_\_\_\_

Description of activity: \_\_\_\_\_

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Fee for use of facility (advance payment required one week prior to usage):

- Base amount for facility \$ \_\_\_\_\_
  - Fee for additional hours \$ \_\_\_\_\_
  - Deposit (refundable – see note below)  
**\*DUE UPON APPROVAL OF FACILITY RENTAL** \$ \_\_\_\_\_
  - Fee for support personnel: (per hour)  
**(#hours)x (#workers)@(rate)**

|                          |                  |          |
|--------------------------|------------------|----------|
| _____ x _____ @ \$ _____ | Custodial        | \$ _____ |
| _____ x _____ @ \$ _____ | Supervision      | \$ _____ |
| _____ x _____ @ \$ _____ | Security         | \$ _____ |
| _____ x _____ @ \$ _____ | Clock/Scoreboard | \$ _____ |
- TOTAL FEE** \$ \_\_\_\_\_

SPECIAL CONDITIONS: \_\_\_\_\_

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**NOTE:** The amount paid as deposit on the use of facilities is refundable in full provided the facilities are found, upon inspection by school employees, to be free from damage and in equal condition to that found prior to the activity that is approved through this agreement. An additional charge will be required if the actual time of use exceeds the contracted hours. Activities that are not specifically authorized may result in the user being denied future use of school facilities. All activities must be in accordance with **Policy \$7.10F Use of Buildings and Grounds/Facilities**. (attached)

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***I/We agree to abide by all regulations of the Benton School District regarding use of school facilities and assume all responsibilities/liabilities during the time of facility rental.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_