USD 473
Chapman, KS 67431

REQUEST TO USE SCHOOL FACILITIES

Organization or Group Making Request: _____

Person(s) Making Request: _____

_____ _____
(Telephone No.) (Address)

Date(s) & Time(s) Requested: _____
(Please indicate dates and times for each day)

Type of Activity: _____

BUILDING REQUESTED: [2 Hours]	[Minimum Fee]		[Add'l Hr(s)/Per Hr]		[Total Fee]
District Gym	$30.00		X $15.00	=	$
High School					
Multi-purpose or Commons	$15.00	+	X $7.50	=	$
Plus Kitchen	$10.00	+	X $5.00	=	$
Plus Hourly Rate Per Hour for Kitchen Supervisor			X $9.85	=	$
Plus Auditorium	$10.00	+	X $5.00	=	$
Auditorium	$30.00	+	X $15.00	=	$
Gymnasium	$15.00	+	X $7.50	=	$

*Circle the location that you wish to rent

Middle School	Blue Ridge	Enterprise
Chapman Elementary	Rural Center	

Commons or Gym	$15.00	+	X $7.50	=	$
Plus Kitchen	$10.00	+	X $5.00	=	$
			TOTAL		$

It is understood that as the representative of our organization/group, I will be responsible for cleaning the area used, checking the lights, heat, restrooms, windows, and securing the building. It is further understood that should there be damage to the facilities, I will assume the responsibility of seeing that the school district is reimbursed. I also understand that USD 473 will not be held accountable in any way in the event of bodily injury for the responsiblility of legal or financial costs. Those who rent the facility along with invited guests are the responsibility of the person who signs below.

Date: _____ Signed: _____

Approved by: _____ Date: _____
(School Official)

This form to be made out in triplicate:
1 Copy to Superintendent
1 Copy to Building Principal
1 Copy to Person making request