

Asheboro City Schools

Agreement for Use of School Facilities

P.O. Box 1103 • Asheboro, North Carolina 27204 • (336) 625-5104

School/Site Requested: _____ Date: _____

Beginning Time: _____ a.m./p.m. End Time: _____ a.m./p.m. Total: _____

Contact Person(s): _____ Phone Number: _____

Name of Organization: _____

Address: _____

Describe event in detail: _____

Rental request must be submitted no less than 14 days prior to the event.

Fee for requested area(s):

__ Performing Arts	_____	__ Classroom	_____	__ Other	_____
__ Theater	_____	__ Student Lounge	_____	Other Fee	_____
__ Multipurpose	_____	__ Dining Area	_____	__ Custodian	_____
__ PDC	_____	__ Kitchen	_____	__ Sound/Light	_____
__ PDC <i>A or B</i>	_____	__ Gym	_____	__ Kitchen Manager	_____
__ Media Center	_____	__ Playground	_____	Total	\$ _____

Checks should be made payable to Asheboro City Schools and submitted **5 days prior** to the scheduled event.

Cancellation of this agreement must be made **5 days prior** to the date requested.

Total Fee: _____ **Receipt Number:** _____

The Lessee agrees to indemnify and save harmless Lesser from claims of bodily injury and/or property damage of all persons arising out of the use of occupancy of the premises by Lessee, its agents, employees, or invitees. Lessee further agrees to provide proof of general liability insurance with a total limit coverage of **\$1,000,000 for each occurrence** made with Asheboro City Schools named as additional insured. **Insurance policy must be attached for review.**

Insurance Company: _____ **Insurance Policy Number:** _____

The undersigned representative of the organization agrees to be fully responsible for the proper use of the facility and to be financially responsible for any and all damages to the facility.

Representative's Signature: _____ **Date:** _____

Principal's Signature: _____ **Date:** _____

Director of Facilities Signature: _____ **Date:** _____

____ Approved ____ Denied **Custodian Assigned:** _____

The school reserves the right to terminate this agreement upon proper notice of the organization or its representative.