

RSU #23
 (Dayton, Old Orchard Beach & Saco)
 OPERATIONS OFFICE
 28 Jameson Hill Rd.
 Old Orchard Beach, Maine 04064
 (207) 934-5751 Fax (207) 934-1917

Today's Date: _____

Rental Contract for Use of School Facilities

(Please read entire form before completing)

Name of Organization: _____

Name of Requester: _____ (Please print) Title: _____

E-mail Address: _____ (for electronic questions/confirmation)

Address: _____ Telephone: _____ Fax: _____

Name of School Building requested: _____ Room or Space? _____

Describe the event that will take place: _____

Number of people anticipated for event: _____

Date(s) facilities needed: _____

Event Start time: _____ Event End Time: _____

Setup Time: _____ Breakdown Time: _____

Specify setup needed: (be specific i.e. classroom with round tables): _____

Staff/Equipment Needed: Custodian _____ P.A. System _____ Lights _____ Tables _____ Chairs _____

The above organization through its authorized representatives assumes full responsibility for damage and any wear and tear above normal use. The sponsoring organization and its authorized representatives are responsible for charges for their event(s). **IN GENERAL, WEEKEND EVENTS ARE CHARGED FOR CUSTODIAL FEES X's THE NUMBER OF HOURS FOR THE EVENT.** ORGANIZATIONS OUTSIDE THE SCHOOL DISTRICT, PLEASE SEE THE RSU #23 FACILITY POLICY & FEE SCHEDULE.

OFFICE USE ONLY - An invoice will be generated for your records - Checks are payable to: RSU #23.

Custodial Services:	\$ _____
Rental Fee for Facility if applicable:	\$ _____
Total:	\$ _____

IMPORTANT: It is the responsibility of the requesting organization through its representative to contact the Operations Office two (2) weeks prior to the rental date to verify date and custodial needs – 934-5751.

Signature of Requester: _____ Signing this request form, indicates acceptance of the rules and policies established by the RSU #23 Board of Education. The organization is responsible for arranging any police/fire department coverage, as well as kitchen personnel & custodial services. The organization wishing to have the rental fees waived, must indicate proof that it is "non-profit". **All requests for waiver of fees must be done in writing to Superintendent of Schools, RSU #23, 90 Beach Street, Saco, Maine 04072**

Office Use Only:	APPROVED	Not Approved	
Building Principal: _____ Date _____	_____	_____	
Athletic Director: _____ Date _____	_____	_____	
Food Service Director: _____ Date _____	_____	_____	Schedule No.
Maintenance Director: _____ Date _____	_____	_____	_____

IMPORTANT FEE INFORMATION REGARDING ROOM RENTAL, IF APPLICABLE:

Gym or Cafeteria	\$ 150.00	_____
Classrooms	\$ 25.00	_____
Locker rooms/showers	\$ 50.00	_____
Kitchen	\$ 75.00	_____

CERTAIN EVENTS WILL REQUIRE SPECIAL LIABILITY INSURANCE TO BE OBTAINED BY YOUR ORGANIZATION. A COPY OF THE CERTIFICATE OF INSURANCE MUST BE PRESENTED TO THE OPERATIONS OFFICE, PRIOR TO FINAL APPROVAL.

For use of the Kitchen ONLY contact Sue Morrell @ Saco Middle School -282-0211. For use of all other areas, contact Mike Garrity, Maintenance Director at 934-5751, ext. 112.

Some requests will require RSU #23 Board of Education approval and a representative of your organization should attend the meeting. *You will be notified should you need to appear before the Board of Education.*