

**GOSNELL SCHOOL DISTRICT #6
PROCEDURES AND FEES FOR NON-SCHOOL RELATED FACILITY USE**

All requests for facility use must be made through the building principal's office by submitting a facility use request form, and signing the facilities use agreement. All requests must be approved by the school board, and will be considered at the next scheduled school board meeting. The school board will base all decisions regarding facilities use on what it believes is in the best interest of the district and its facilities.

Organizations will be charged a fee shown in the table below for the locations listed. The fee shown will be charged for each day the location is needed. Room rental, utilities, supervision, and custodial costs are included in the fee.

The school board reserves the right to not rent facilities when it believes there is a reasonable chance there will be excessive wear on the facility.

FEE TABLE

Locations	Fee
High School Auditorium	\$600.00
Elementary Auditorium	\$400.00
Cafeterias (no kitchen)	\$250.00
Classrooms (no computer use)	\$150.00

FACILITY USE REQUEST FORM & AGREEMENT

Date of request: _____

Facility for which request is being made: _____

Purpose of facility use: _____

Dates facility is needed: _____

I understand the fees that will be charged to my organization for the use of facilities at the Gosnell School District. I further understand that my organization will be liable for the cost to repair any damage to the property that occurs while in use by my organization, and that my organization will be liable for any injuries or other costs that occur due to any activities performed by my organization while using the facilities.

Name of organization: _____

Authorized signature for organization: _____

(By signing I am stating that I am authorized to legally sign for the organization named above.)

For Official Use Only

_____ Signature of School Board President or Secretary	_____ Approval Date
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