

ALGONA COMMUNITY SCHOOL DISTRICT  
APPLICATION FOR BUILDING USE

Code No. 905.1 E 1

ORGANIZATION or ACTIVITY: \_\_\_\_\_

DATE(S): \_\_\_\_\_ TIME(S): \_\_\_\_\_ ACTUAL  
START TIME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ MAILING  
ADDRESS: \_\_\_\_\_  
(Street) (City/Zip Code)

Phone: \_\_\_\_\_

NUMBER OF PEOPLE USING FACILITIES: \_\_\_\_\_ NUMBER OF PEOPLE SERVED FOOD (If Any): \_\_\_\_\_

FACILITIES NEEDED: BUILDING:

HIGH SCHOOL ☐  
MIDDLE SCHOOL ☐  
LUCIA WALLACE ☐  
BRYANT ☐  
BERTHA GODFREY ☐

AREA:

COMMONS ☐ LITTLE THEATER ☐  
GYM ☐ KITCHEN ☐  
CLASSROOM ☐ LIBRARY ☐  
OTHER \_\_\_\_\_

MAINTENANCE STAFF NEEDED: ☐

RENTAL FEES: \_\_\_\_\_

FOOD SERVICE STAFF NEEDED: ☐

CUSTODIAL FEES: \_\_\_\_\_

OTHER FEES: \_\_\_\_\_

: \_\_\_\_\_

TOTAL FEES: \_\_\_\_\_

OTHER ARRANGEMENTS: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
(Sponsor/Contact Person)

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
(Athletic Director)

APPLICATION COPY TO: Maintenance Director: ☐ Date: \_\_\_\_\_ Building Principal: ☐ Date: \_\_\_\_\_

CONDITIONS:

1. The school reserves the right to reschedule rental agreements due to rescheduling of school events.
2. Absolutely NO tobacco products and NO drinking of alcoholic beverages on school premises.
3. No use of any part of the facility except as stated on this form.
4. No use of any equipment except as stated on this form.
5. The rental applicant may not have access to the building except for the time stated on this form.
6. The rental applicant is liable for any damage done to the building, equipment, or premises during the rental period.
7. After a school district facility, site, or equipment has been used by an entity, cleaning, including restoring the facility, site or equipment to the condition it was in prior to its use, will be done by employees assisted by a committee from the entity. The fee charged to the entity for the use of the facility, site, or equipment will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility, site or equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
8. A condition of this rental is that the school district is released by the party renting from any claims in tort or contract by the parties renting from any claims arising from the rental and further the renting parties agree to indemnify and hold harmless the school district from any third party claims arising from renting the facilities.

PROCEDURE:

1. Obtain application form at the Central Administration office. Complete form and return it to the Central Administration office. Athletic Directors signature will be acquired at the Central Administration office.
2. Reservations should be made at least ONE week in advance. Sunday use is discouraged.
3. The reserved date will be place on the master calendar. Copies of the completed application will be sent to the Maintenance Director, Building Custodians, Food Service, Master Calendar Coordinator, Central Administration office and contact person.
4. The Central Administration office will file the application for future reference and billing.