

## Administrative Procedure 940 – Form 940-1

### FORM 940-1 AGREEMENT FOR PUBLIC USE OF SCHOOL FACILITIES

\*Form must be completed in its entirety to be considered valid.

		Date:	
Name of School Requested		Room No.	
Contact Person for School		Phone & Fax	
Name of Renter (Applicant)		Organization	
Address of Renter			
Phone & Fax		Email	
Expected Attendance			
Type of Rental	I. Commercial _____ II. Private _____ III. Public Meeting _____ IV. Joint Use Additional Hours _____ V. Non-Profit Group _____	Specific Detail of Event:	
# of Days of Event	From (date)	To (date)	
Hours of Event	From	Until	
Will Alcohol be Served:	If yes, will it be free of charge?		
If yes, what controls are in place to limit consumptions?	Special Event Liquor License must be provided <b>prior</b> to insurance being effective		

Renter Signature		Date	
Print Name			
School Board or Designate Signature		Date	
Print Name			

Renter must fully complete this 2 page application and initial where indicated.

\_\_\_\_\_ Initials of Renter



Rental Rate (if applicable)			
Rental Amount		To be Paid by	
<p>Accepted on behalf of the community user group. I/We agree to pay the applicable rental rate, abide by the rules and provide a Certificate of Insurance where required with Northern Gateway Public Schools as "Named Insured".</p> <p>I/We hereby agree to accept the allotment as above and abide by the attached regulations.</p> <p>Signature:</p>			
Approved on behalf of Northern Gateway Public Schools			
Signature:		Print:	

\_\_\_\_\_ Initials of Renter