

APPLICATION FOR RENTAL OF SCHOOL FACILITIES

We are making application for rental of \_\_\_\_\_ (Name of Facility)

to be opened at \_\_\_\_\_ on \_\_\_\_\_ and closed at \_\_\_\_\_ on \_\_\_\_\_. The facility will be used for the purpose of \_\_\_\_\_

Will admission be charged? \_\_\_\_\_ How much? \_\_\_\_\_ Student \_\_\_\_\_ Adult \_\_\_\_\_

Will camp fee be charged? \_\_\_\_\_ How much? \_\_\_\_\_ Student \_\_\_\_\_ Adult \_\_\_\_\_

\*\*\*\*\* FEE SCHEDULE\*\*

Oxford Middle School Auditorium .....\$850.00 per day
Lighting Fee\* ..... \$20.00 per hour
Sound System Fee\* ..... \$20.00 per hour

FOOD AND DRINKS ARE NOT ALLOWED IN THE AUDITORIUM

Oxford High School Gymnasium .....\$500.00 per day
Track and/or Stadium.....\$500.00 per day
All Other Athletic Facilities.....\$250.00 per day
Stadium Sound System\*.....\$20.00 per day
Stadium Lighting Fee\* .....\$200.00 per day

Other School Facilities.....\$20.00 per hour with \$100 minimum
Audio-Visual Equipment\* ..... \$20.00 per hour
Custodial Services (required).....\$20.00 per hour
Security Services (required) .....\$20.00 per hour
Cafeteria Services (required if applicable).....\$20.00 per hour

A deposit of \$150.00 is required to cover damages. The full deposit will be returned provided there are no damages to the property. The school district will not permit the use of school property or equipment by any person or organization that does not furnish evidence of appropriate liability insurance coverage. The availability of any facility space is subject to the regulations and requirements set for the in this policy.

\* Only school personnel or trained OHS students are allowed to operate the audio-visual equipment, sound or lighting systems.

\*\* The school district reserves the right to modify or waive this fee schedule.

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We the undersigned have read the conditions for Use of School Facilities and do agree to abide by them; agree to be responsible for the replacement or repair of equipment damaged or removed from school property; and to pay for any damages to school buildings or facilities during the time of this application.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Office Phone

\_\_\_\_\_  
Date of Application

FOR SCHOOL USE ONLY
Cost of Facility \_\_\_\_\_
Date Paid \_\_\_\_\_
Insurance Policy # \_\_\_\_\_
Approved by \_\_\_\_\_

(Submit completed form to the principal's office.)