

**SCHOOL DISTRICT OF MONDOVI**  
**APPLICATION FOR RENTAL/USE OF SCHOOL FACILITIES**

**830-Exhibit**

To: ADMINISTRATOR/BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF MONDOVI

From: \_\_\_\_\_ Name of Group \_\_\_\_\_ Coordinator Name  
\_\_\_\_\_ Address \_\_\_\_\_ Group Coordinator Signature  
\_\_\_\_\_

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

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

We make application for the rental/use of the following school facilities on \_\_\_\_\_ at \_\_\_\_\_  
(Date) (Time of event)

for the specified purpose(s) of: \_\_\_\_\_

We will need to use the facilities from: \_\_\_\_\_ to \_\_\_\_\_  
(Start Time) (End Time)

Gymnasium:	Big Gym _____	Small Gym _____	Anthony Gym _____	Fields/IMC/Other _____
Multipurpose	Entire _____	Stage & West End _____	West & East Ends _____	
Room:	<i>Activities Director or Administrator Approval</i> _____			

Cafeteria _____
Anthony Hot Lunch Facilities _____
Kitchen Staff Required: yes _____ number _____ Start Time _____ Estimated Time Done _____
(Billing will follow event) <i>Activities Director or Administrator Approval</i> _____

<b>Custodian Staff Required</b> (If rented/used during hours custodians are not regularly scheduled)
Contacted and Paid by Organization _____ <b>Custodian Retained</b>
Assigned by School District _____ (Billing will follow event) [Custodian list available in District Office]

Key Requested _____ <i>District Office Key Use Approval</i>
Key Return Date _____
<b><i>DISTRICT ADMINISTRATOR APPROVAL OF APPLICATION</i></b>

SPECIAL EQUIPMENT REQUIRED \_\_\_\_\_

We have read the policies set forth by the Board of Education and agree to the provisions and limitations set forth. We agree to the "Hold Harmless Agreement" agreeing that we will hold the School District of Mondovi and its employees harmless of liability. An exemption from the "Hold Harmless Agreement" would be gross negligence by the District.

1. This application must be filed at least seven days prior to the scheduled activity. First time or special events/requests are subject to Board of Education approval which will require the application to be received early enough to be placed on a Board meeting agenda before plans are finalized for the event.
2. **The Group is responsible for the safe use of facilities and for the facilities being left in the same condition as arriving.**  
**NOTE: Any building use requires the group coordinator to be on premise at all times during facility use, no doors to be left ajar, all group members to be in the reserved area only, and all lights to be turned off and the doors securely locked before exiting the facility.** If necessary for the Group Coordinator to check out an entrance key for the facility, the Coordinator **only** is responsible for opening and locking the door of the facility. The entrance key is not to be given to any other individual.
3. Minimum rental fees must accompany the application. Rental Fee of \_\_\_\_\_ is required. Facility is reserved upon receipt of appropriate fee.

BILL SCHOOL CHARGES TO: \_\_\_\_\_  
Name Address