



## SCHOOL DISTRICT OF PRINCETON CONTRACT FOR USE OF FACILITIES

Name of Person in Charge: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Organization: \_\_\_\_\_ Function: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

\*\*Actual time of the event: \_\_\_\_\_

Facility Needed: School Shelter House Sport Field(s) \_\_\_\_\_

Area(s) Used: \_\_\_\_\_  
(Library, gym, classroom, kitchen, etc.)

Special Set-up Needs: \_\_\_\_\_

**The following conditions are agreed to:**

1. Requests for building use must be made a minimum of ten (10) working days in advance of the activity to allow ample time for checking the schedule and notification of the custodial personnel.
2. School sponsored activities, programs, and needs take priority over any outside requests or activities.
3. The organization/individual agrees to pay the fees (if any) prior to the use of the facility.
- 4.. If an organization/individual requests to do its own cleanup, they must leave all areas in a neat, clean and orderly condition as well as return any/all items used back to their proper place. This option requires an extra \$160 deposit. If items are not returned to their original location or the facility is left unclean, the district reserves the right to retain the \$160 deposit to go towards replacement and/or cleaning costs.**
6. The person in charge (named above) will be held responsible for the activity and behavior of all participants while on school property and will ensure that attendees will enter or use only the pre-approved area(s). Under no circumstances should participants enter or use areas that have not been pre-approved for use by administration.
7. No use of alcohol or tobacco while on school grounds.
8. Please park in designated parking areas and not on the grass.
- 9. The district will supply equipment, supplies and necessary toiletries (toilet paper, paper towels, soap, etc) in the areas that are requested in this facility request.**
10. The user shall be responsible for turning off all lights. It is also the user's responsibility to see that all doors are properly locked if a custodian is not present.
11. If gymnasiums are used for athletic activities, clean, dry tennis shoes must be worn. No hard-soled shoes or shoes that leave black marks are allowed on the gymnasium floors.
12. Groups/organizations bringing food into the school shall serve the food in the designated areas only.

Signature of person in charge: \_\_\_\_\_ Date: \_\_\_\_\_

Request is: Denied Approved Date: \_\_\_\_\_ By: \_\_\_\_\_

Schedule of Fees (if any): \_\_\_\_\_

**School District of Princeton  
Facilities Use Fee Schedule**

	Princeton School Group or Affiliation	Public or Private Use
School Facilities (Gym, Classroom, Commons, Cafeteria, Kitchen, etc)	No Charge	½ Day Facility (4 hours or less) - \$100 Full Day Facility (more than 4 hours) - \$200 ½ Day Custodial (4 hours or less) - \$80 Full day Custodial (more than 4 hours) - \$160
Pavillion	No Charge	\$50 charge - no custodial charge (All garbage must be collected and disposed into the dumpster)

**Princeton School Group/Affiliation:** Organizations and activities sponsored by the School District of Princeton or Affiliated Groups

**Public or Private:** Organizations or individuals who sponsor community activities or wish to use the facilities for profit or gatherings.

**\*NOTE:** All requests for facility use will be charged a cleaning fee of \$80 for a half (½) day or \$160 for a full day. The district reserves the right to deny any requests if conditions have not been met in prior facility usage.