



School District of Princeton
Contract for use of Materials



Name of Person: _____ Phone Number: _____

Address: _____

Organization: _____ Function: _____

Date(s) Requested: _____ Date Material Returned: _____

Materials Requested: _____

** (Available Materials are: Tables, Chairs, Picnic Tables or Portable Bleachers and other items as approved by Administration)**

The following are agreed to:

- 1. School sponsored activities, programs, and needs take priority over any outside requests or activities.
2. The organization/individual agrees to pay the fees (if any) prior to the use of materials.
3. The organization/individual is responsible for returning any and all items used back to their proper place.
4. If the property is not returned in the same condition as received, the user agrees to pay to the School District of Princeton the actual cost of replacing the item(s).
5. The individual in charge will be held responsible for the materials used.

Total Fee Amount Charged: \$ _____

Signature of Person in Charge: _____ Date: _____

Request is: Denied Approved Date: _____ By: _____ (Maintenance Director)

Date: _____ By: _____ (District Administrator)