

Building Use Form

Barnum Public Schools - ISD No. 91

Contact Information	
Name:	_____
Address:	_____ _____
Program/Org:	_____
Phone:	_____
Email:	_____

Event Information	
Event Date:	_____
Event Name:	_____
Event Time:	From: _____ To: _____
Event Start Time:	_____
Estimated Number Attending:	_____
Admission Fee:	_____

Facilities Requested:

	√ Barnum Elementary School	Cost
	Gym	\$80
	Cafeteria (old gym)	\$50
	Commons	\$30
	Kitchen*	\$30
	Library	\$25
	Classroom:	\$25
	Other:	
	Total Cost:	

	√ Barnum High School	Cost
	Gym	\$80
	Auditorium	\$40
	Commons	\$30
	Kitchen*	\$30
	Library	\$25
	Classroom:	\$25
	Other:	
	Total Cost:	

*If using kitchen equipment, must pay for school kitchen staff time to work the event.

Equipment Requested:

	√ Furniture
	Tables: #
	Chairs: #
	Podium
	Other:

	√ Audio/Visual
	Smart Board
	Projector
	TV
	Other:

	√ Other
	P.A. System/Operator
	Stage Lighting \$30
	Computer
	Software:

Special Requests: _____

Responsibility Agreement:

I accept responsibility for the building usage fee, supervision, and for any damages or loss that may take place while we are scheduled in the above mentioned room(s) or area(s). The above referenced organization agrees to hold Independent School District No. 91 harmless from any and all claims for damages from any source whatsoever arising directly or indirectly out of the use of the school facilities.

Unless previous arrangements are made with this office, custodians are neither authorized to furnish services or allow access to other parts of the building, nor to provide materials or equipment other than that stipulated above. It is a policy of building security that all doors other than those needed for this activity shall be locked.

Date: _____

Signed: _____

Building Use Fee: _____

Custodial/Kitchen Fee: _____

Total Due: _____

Approved	Building Principal	Date	Athletic Director (if gym/athletics)	Date
Disapproved	Community Education Director	Date	Superintendent (if outside group)	Date

Submit Form to:

• Athletics/High School - Natalie Nynas
• Elementary School - Lori Carlson
• Community Education - Lonnie Mullenix

Office Use :

____ Record on Facility Scheduler

____ Copy to Requester

____ Copy to Custodian

____ Copy to Business Mgr. (if payment due)

Office Use: Use back to report damage, misuse of facilities, or unauthorized use of materials/equipment by responsible party.