

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: _____

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Building Principal	Date	Athletic Director (if gym/athletics)	Date
Community Education Director	Date	Superintendent (if outside group)	Date	

Submit Form to:

• Athletics/High School - Jodi Schatz
• Elementary School - Lori Carlson
• Community Education - Roxy Olsen-Hurst

Office Use :

_____ Record on Facility Scheduler

_____ Copy to Requester

_____ Copy to Custodian

_____ Copy to Business Mgr. (if payment due)

Updated 2/26/19

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