

Tuscola Community Unit School District #301

409 S. Prairie
Tuscola, Illinois 61953

BUILDING RENTAL REQUEST (updated May 9, 2014)

The district reserves the right to grant or deny any and all facility use requests at its sole discretion when it deems such action to be in the best interest of the district.

Rental Fee must be paid in advance.

This permit is not valid for dates other than those indicated. Use of facilities during other times will result in loss of facility use.

School based events have priority. It is understood the district may cancel the agreement if the facility is needed for a school related program or event.

In the event school is cancelled, the building rental will also be cancelled.

Rental fee is inclusive of the time when the building is opened until the time when the building is cleaned at the conclusion of the activity.

The person signing this agreement agrees to pay for any damages or loss to the building or its contents during the course of the rental.

No smoking or alcoholic beverages are allowed on school premises.

Supervision of minors is REQUIRED at all times.

Rental Fee (2 hours)	North Ward or East Prairie Gym	\$25
	High School Gym	\$100
	Additional Hours (after 2)	\$30
	Classrooms	\$25
	North Ward Auditorium	\$25
	East Prairie Cafeteria	\$25

If custodial service and supervision is deemed necessary by the school administration and it is a time when custodial service is not on duty, the fee will be as above or the overtime rate for custodians, whichever is greater.

The renting organization/individual agrees to comply with all District regulations governing use of school facilities and to hold harmless Tuscola CUSD #301, Tuscola, Illinois, the Board of Education, its members employees, and to assume responsibility for and defend at our/my expense all claims for damage to property and persons, including medical expense, for injuries incurred and arising incidental to the use of the facility involved.

It being further understood and agreed that Tuscola CUSD #301, Tuscola, Illinois assumes no obligation or responsibility in connection with the use of the facility. We/I further agree to assume all cost of damage to the buildings and/or contents during the period of our authorized use of the facilities and as a result of such use of buildings and/or contents.

Name _____ Phone _____

Team _____ Purpose _____

Building (please circle)	North Ward	Gym	Auditorium	Classroom
	East Prairie	Gym	Cafeteria	Classroom
	High School	Gym	Classroom	

Date _____ Time _____

Proof of Insurance (attach copy)

Insurance Company _____ Policy Number _____

Signature _____

Date _____

Administrator _____

Date _____