

Rental Agreement

Organization Requesting School Facility

Date _____

Set-Up Time _____ Event Start _____ Event Finished _____

Areas Requested

_____ Classrooms. Which Classrooms _____

_____ Leaders Gymnasium

_____ Legends Gymnasium

_____ Fine Arts Auditorium

_____ Commons

_____ Other _____

School Personnel Needed

_____ Certified Staff

_____ Custodial Staff

_____ Technology Staff

Technology or Equipment Needed

Microphone, Projector, Screen, Podium, Tables etc. Please list all equipment you will need.

Fees

ISD 548 Rental Rates Hourly Rates

Facilities	School Groups	Nonprofit	Profit
Legends Gym	NC	\$ 25	\$ 50
Leader Gym	NC	\$ 50	\$ 100
Elementary Gym	NC	\$ 25	\$ 50
Elementary Cafeteria	NC	\$ 25	\$ 50
Valhalla	NC	\$ 25	\$ 50
Viking Den	NC	\$ 25	\$ 50
Viking Power Center	NC	\$ 25	\$ 50
Commons	NC	\$ 25	\$ 50
Auditorium	NC	\$ 50	\$ 100
Facs Room	NC	\$ 25	\$ 50
Classrooms	NC	\$ 10	\$ 20

An Additional charge of \$75 for each custodian needed for 1-4 hrs.

An additional charge of \$150 for each custodian needed for 5-8 hrs.

Fee Paid \$ _____

Contact Information

Person Responsible _____

Mailing Address _____

E-Mail Address _____

Phone _____ Cell _____

I agree to the terms of this agreement.

Signature _____

Please note that all areas used must be left in acceptable condition. Charges may apply if any damage has been done to the facility.

**Please attach a copy of your Certificate of Insurance **