

SOUTHEAST FOUNTAIN SCHOOL CORPORATION
Building/Facilities Utilization Form

High School _____ Elementary _____

Name of Activity _____

Organization _____

Facility Requested for Use _____ Date of Activity _____

Time of Activity: Beginning _____ AM/PM Ending _____ AM/PM

Number of Persons Attending _____

Contact Person _____ Telephone _____

Address _____

Signature _____

Kitchen Fee: Will any kitchen equipment of facilities be used? Yes _____ No _____

*If yes, a cook from the school must be on the premises. You will be responsible to pay this person \$12 per hour they are on duty, plus one additional hour for travel. The school will assign the necessary cook(s) for your event. Pay this person directly, not the school.

Custodial Fee: The number of custodians assigned will vary according to the nature of the activity. The fee is \$12 per hour they are on duty, plus one additional hour for travel. The school will assign the necessary custodians for your event. Pay these people directly, not the school.

Lifeguard Fee: If you are planning to use the swimming pool you will be required to have an appropriate number of certified lifeguards to work for your activity. You will be responsible to pay the lifeguards \$10 per hour they are on duty, plus an additional ½ hour for travel. The school will assist in acquiring the appropriate number of certified lifeguards for your activity. Pay these people directly, not the school.

Supervision Fee: All activities are required to have someone from the school present for supervision. You will be responsible to pay the supervisor \$12 per hour they are on duty, plus an additional one hour for travel. The school will assign the supervisor for your activity. Pay this person directly, not the school.

Cost Summary:

Deposit: \$25 due when picking up key/card. Refundable upon return of key/card

Number of cooks _____ X _____ hours X \$12 per hour = \$ _____ Fee

Number of custodians _____ X _____ hours X \$12 per hour = \$ _____ Fee

Number of lifeguards _____ X _____ hours X \$10 per hour = \$ _____ Fee

Supervisor _____ hours X \$12 per hour = \$ _____ Fee

Rental of facility \$ _____ Fee (Payable to Southeast Fountain School Corp)

Special Remarks:

Approval Signatures:

Activities Director _____ Date _____

Principal _____ Date _____

Superintendent _____ Date _____