

FACILITY RENTAL RATES AND AGREEMENT

	Class A	Class B	Class C & D
Custodian services per hour (extra hours may be charged for additional cleanup)	\$0.00	\$25.00	Class C \$50.00 Class D \$75.00
<b>High School Auditorium-Middle School Commons</b>			
High School Auditorium- Middle School Commons per performance	\$0.00	\$0.00	\$150.00
High School Auditorium- Middle School Commons per day (practices, rehearsals or preparation for an event)	\$0.00	\$0.00	\$50.00
High School Auditorium- Light and sound system (trained staff will operate at a rate of \$20.00 per hour)	\$0.00	\$0.00	\$20.00
High School Auditorium- Light and sound system equipment rental per item used	\$0.00	\$0.00	\$25.00
<b>Gymnasiums all buildings per event</b>	\$0.00	\$0.00	\$75.00
<b>Athletic fields High School per event</b>	\$0.00	\$0.00	\$100.00
<b>Classrooms High School</b>	\$0.00	\$0.00	\$50.00

## Agreement for Use of Creston School Facilities

Name of Organization: \_\_\_\_\_

Date(s): \_\_\_\_\_ Hours of Use: \_\_\_\_\_ Until \_\_\_\_\_

Describe purpose of meeting/event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Organization Class (*circle one*):    Class A                      Class B                      Class C                      Class D

*(see 908 and 910 Facility Rental Regulations for organization classifications )*

**ROOM/FACILITY TO BE RESERVED:** (Fees listed are for Classes C and D and are per event/performance)

(If event being held is charging admission or accepting donations groups may be charged as Class C and D)

**High School:**

**Elementary/Middle School:**

**Early Childhood Center:**

\_\_\_\_\_ Classroom (\$50)

\_\_\_\_\_ Classroom (\$50)

\_\_\_\_\_ Classroom (\$50)

\_\_\_\_\_ Gymnasium (\$75)

\_\_\_\_\_ Gymnasium (\$75)

\_\_\_\_\_ Gymnasium (\$75)

\_\_\_\_\_ Commons (\$50)

\_\_\_\_\_ Commons\*\* (\$150)

\_\_\_\_\_ Auditorium\*\* (\$150)

\_\_\_\_\_ Athletic Complex (\$150)

Describe technical and/or facility needs: \_\_\_\_\_

**\*\* HS AUDITORIUM/MS COMMONS EXTRAS:** *Read carefully and mark the items (and number of) needed below.*

*(Fees listed are for all classes A-D per performance)*

\_\_\_\_\_ Podium

\_\_\_\_\_ Rehearsal Access

\_\_\_\_\_ Chair(s) \_\_\_\_\_ # of

\_\_\_\_\_ Date(s)

\_\_\_\_\_ Table(s) \_\_\_\_\_ # of

\_\_\_\_\_ Time(s)

\_\_\_\_\_ Handheld Microphone(s) \_\_\_\_\_ # of 2

\_\_\_\_\_ HS Sound System\* (\$25)

\_\_\_\_\_ Body/Lavalier Microphone(s)\* \_\_\_\_\_ # of 12

\_\_\_\_\_ HS Stage Lights\* (\$25)

\_\_\_\_\_ Wired Microphone(s) \* \_\_\_\_\_ # of 6

\_\_\_\_\_ Piano

\_\_\_\_\_ Microphone Stands

\_\_\_\_\_ Dressing Room(s) (classroom) \_\_\_\_\_ Room #

\_\_\_\_\_ Basic on and off lights (button box HS)

\_\_\_\_\_ Costumes, props, etc. (prior approval needed)

\_\_\_\_\_ HS Projector and Screen

\_\_\_\_\_ Other: \_\_\_\_\_

\* Use of the high school **Sound System** and/or **Stage Lights** requires a district approved AUDITORIUM STAFF MEMBER to operate the system at **\$25 per hour** (*classes A-D*). One additional technician may need to be hired based on the organization's sound/lighting needs.

Staff Needed on Date(s): \_\_\_\_\_ from \_\_\_\_\_ (am/pm) until \_\_\_\_\_ (am/pm)

*(Office use only)* Auditorium Staff Member: \_\_\_\_\_

**BUILDING/DOOR ACCESS:** *(Circle all that apply)*

**High School:**

- Front Door
- Athletic Door
- Hall Door (by band door)

**EMS:**

- MS Front Door
- Elem Front Door
- EMS Gym Door
- EMS Storm Gym Door

**ECC:**

- Front Door
- West Admin Door
- East Admin Door

Any additional doors you will need unlocked? \_\_\_\_\_

Date(s) Doors Unlocked: \_\_\_\_\_ from \_\_\_\_\_ (am/pm) until \_\_\_\_\_ (am/pm)

Will you need a Key Fob? \_\_\_\_ Yes \_\_\_\_ No

Date(s) Fob Access: \_\_\_\_\_ from \_\_\_\_\_ (am/pm) until \_\_\_\_\_ (am/pm)

Custodial Fees:		1. Estimated Custodial Hours:		3. TOTAL COSTS for use of Facilities:	
Class A (\$0 per hour)		<b>HOURS</b>			<b>Est. Custodial Hours</b>
Class B (\$25 per hour)	x	<b>RATE</b>	+		<b>Est. Auditorium Staff Hours</b>
Class C (\$50 per hour)	=	<b>TOTAL Estimated</b>	+		<b>HS Auditorium/MS</b>
Class D (\$75 per hour)		<b>Custodial Fee</b>			<b>Commons Extras Fee(s)</b>
			+		<b>Facility Fee</b>
<b>Auditorium Staff Fees:</b>	<b>2. Estimated Auditorium Staff Hours:</b>		=		<b>TOTAL DUE*</b>
Class A-D (\$25 per hour)		<b>HOURS</b>			(Cash/Check)
	x	<b>RATE</b>			<b>50% Deposit</b>
	=	<b>TOTAL Estimated</b>			<b>Remaining Balance</b>
					<i>(Due 5 days after event)</i>

*\*Additional charges may apply due to damage or non-compliance with facility rental regulations.*

Proof of insurance attached

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Creston Community School District

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_