

**GOSHEN COUNTY SCHOOL DISTRICT NO. 1  
CONTRACT FOR RESERVATION OF GCSD#1 FACILITY**

Application Date \_\_\_\_\_

Facility/ Building Name \_\_\_\_\_

Specific Room/ Area (s) of use (classroom, auditorium, gymnasium, commons, field, etc) \_\_\_\_\_

Indicate items needed (podium, tables, chairs, bleachers, locker room access, etc.) \_\_\_\_\_

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

Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

- Attach a schedule of activities related to event if applicable
- It is the policy of Goshen County School District No. 1 that alcohol, drugs or tobacco will not be allowed on school property

1. Lessee shall pay Goshen County School District at contract rates as established per District Policy 3370.1/1330 (Community Use of School Facilities)

Building use fee                   \$ \_\_\_\_\_

Technical assistance fee       \$ \_\_\_\_\_

2. Lessee shall provide proof of liability insurance, if required

3. Lessee agrees to:

Clean premises prior to and after said events. If facility is not cleaned to the satisfaction of the facility (see Exhibit 2), lessee will be sent a cleaning bill.

Pay a cleaning fee (\$20.00/hr)

Estimated Cleaning Fee = \$ \_\_\_\_\_

4. Lessee will return possession of the contracted premises in its present condition, reasonable wear and tear, and fire casualty excepted. Lessee agrees to pay for any damage to the facility, or any damage or loss of equipment.

5. Lessee shall be responsible for ensuring that all utilities are shut off immediately following use (if applicable) or be responsible for additional charges incurred

6. Lessee shall not assign or sub-let or allow any other person or group to occupy contracted premises without prior written permission of the Goshen County School District No. 1

7. Lessee shall not make any material or structural alteration to the leased premises without prior written permission of the Goshen County School District No. 1

- 8. Lessee shall comply with all building, zoning, and health codes and other applicable laws for said contracted premises
- 9. Lessee shall not conduct a business deemed extra hazardous, a nuisance, or requiring an increase in fire insurance premiums

***I, the undersigned have read the above contract for using the above stated GCSD#1 facility and agree to be responsible for adhering to its contents. I also agree to the charges described as they are applicable to my reservation.***

Name and Title of Person Responsible for facility use \_\_\_\_\_  
*Please print*

Signature of Person Responsible for facility use \_\_\_\_\_

Organization: \_\_\_\_\_

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

Address: \_\_\_\_\_  
Street City State ZIP

**ADMINISTRATION USE ONLY:**

Approved by \_\_\_\_\_  
Building Level Administration Date

Approved by \_\_\_\_\_  
Central Administration Date

Certificate of Liability Attached  Not Required

# of Days of Use	Comments or Additional Utility Charges (if applicable)	Total Amount Due	Date Payment Rec'd

**BUILDING LOCKED AND UNLOCKED BY:**

\_\_\_\_\_ Custodian Fee \_\_\_\_\_  
\_\_\_\_\_ Other staff Fee \_\_\_\_\_

Revised: June 24, 2005  
January 20, 2010  
March 13, 2018