



Parkway School District Facility Usage Agreement

«Account_Name»
«Account_Address»

Scheduled created on «Schedule_Created_On»
Permit/Contract No. «Schedule_ID» (Schedule ID)

Title: «Title»

Location: «Location»

Room(s): «Room_1»
«Room_2»
«Room_3»
«Room_4»
«Room_5»

Event Begin Date: «Event_Begin_Date»
Begin Time: «Event_Begin_Time»

End date: «Event_End_Date»
End time: «Event_End_Time»

Organization: «Organization»
Contact name: «Contact_Name»
Day-Time Phone: «DayTime_Phone»
Evening Phone: «Evening_Phone»
Cellular Phone: «Cellular_Phone»
Address: «Address»
Fax: «Fax»
eMail address: «eMail_Address»

Welcome to the Parkway School District and we ask that you treat our facilities with respect and care. When you rent one of our facilities you agree to abide by the following District guidelines for community use.

1. A responsible adult will be present and in charge of a student group at all times. The designated adult must arrive with or before the participants, is responsible for the behavior of the group during the scheduled event, and must remain with the group until the last participant leaves.
2. Groups should have and bring a copy of their Usage Agreement or Field Permit for Non-School Use of Facilities to all events. This will serve as proof of rental and identification to the custodian, security or other district staff and must be produced upon request.
3. Groups will remain in the approved areas only and will not venture into any other areas.

4. Event start and end times will be strictly observed, or overtime charges will be assessed at a minimum of one hour or actual time, whichever is greater.
5. Rental areas shall be left in the same or better condition as upon arrival. Trash will be cleaned up, tables washed and dried as needed, and furniture and other items returned to their original place.
6. Groups will provide their own supplies. There will be no use of any school materials.
7. Food and drink are allowed in tiled areas only. No food and drink of any kind are allowed on carpeted areas, in the gyms or in the theaters.
8. The use of alcoholic beverages or tobacco products is strictly prohibited in Parkway School District buildings, campuses and grounds.
9. The applicant and respective organization are responsible for the use of premises, conduct of the attendees, and for any theft, loss or damage to school property.

Contact Name _____

Phone _____

Signature _____

Date _____