

Facilities Use Agreement

The public is invited to use the facilities in Eastern Aroostook RSU 39. However, school activities must have priority over outside organizations and groups. Requests for building use should be made as far in advance as possible.

The Building Administrator must approve all requests. Please do not direct requests to custodians or other school personnel.

If permitted to use the facilities of Eastern Aroostook RSU 39, we agree to the following provisions:

Organization

Person Responsible (Print)

Mailing Address

Person Responsible (Signature)

Date Requested

Start Time

End Time

Special equipment requested: _____

Custodian assigned: _____ Area of school to be used: _____

Estimated Fees:

| | |
|--------------------------|---------|
| Rental Fee _____ @ | = _____ |
| Custodial Fee _____ @ | = _____ |
| Food Service Fee _____ @ | = _____ |
| Incidental Fees _____ @ | = _____ |
| Estimate Total..... | _____ |
| Refundable Deposit..... | _____ |

Note: User is responsible for property damage/repair/cleaning.

I have read and agree to the terms of RSU 39 Policy KF Community Use of School Facilities. I will provide at least **24 hours** notice if use of facilities is cancelled. Charges may be assessed if proper notification is not provided.

Signature

Date

Approved by: _____ Date: _____

AUDITORIUM USE AGREEMENT

Date of Application: _____ Type of Event: _____

Auditorium Requested: Caribou Performing Arts Center Caribou Middle School
 Limestone Community School

Renter Information:

Organization Name: _____

Contact Name: _____

Street Address: _____

City, State Zip Code: _____

Telephone #: _____

Date(s) to be used: _____

Equipment needed:

Public Address System (Microphones, etc.)

Lighting Equipment (General overhead, dimming, follow spots, etc.)

Staging Equipment (Chairs, acoustical panels, black drapes, white clyclorma, etc.)

Other _____

[NOTE: If you expect more than 200 people, it is your responsibility to call the Police Department to hire an officer to supervise parking outside the building and to ease traffic following your event.]

I have read and agree to the terms of RSU 39 Policy KF Community Use of School Facilities.

Signature Required

Date

Return completed application to:

Caribou High School OR Caribou Middle School OR Limestone Community School
308 Sweden Street 21 Glenn Street 93 High Street
Caribou ME 04736 Caribou ME 04736 Limestone ME 04750

OFFICE USE ONLY:

Copies to: Custodian _____ Accounts Receivable _____

Deposit Received: Amount _____ Date _____