

**Jefferson Schools  
School Facilities Use Agreement**

Building \_\_\_\_\_ Date of Agreement \_\_\_\_\_

Facilities requested by \_\_\_\_\_ Organization \_\_\_\_\_

Organization/Individual to be invoiced \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_

Activity \_\_\_\_\_ Room Requested \_\_\_\_\_

Activity Date \_\_\_\_\_ Hours: From \_\_\_\_\_ to \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

**Special Equipment Needed**

Equipment Needed: \_\_\_\_\_ Tables (number) \_\_\_\_\_ Chairs (number)

**Rental Fees and Overtime**

Estimated:

Rental Fees \$ \_\_\_\_\_

Other costs \$ \_\_\_\_\_

Actual:

Rental Fees \$ \_\_\_\_\_

Overtime \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_ Date \_\_\_\_\_

Certificate of Insurance has been furnished: Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Company \_\_\_\_\_

Representing \_\_\_\_\_

Comments pertaining to group: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Administrator \_\_\_\_\_ Signature of User \_\_\_\_\_