

CONTRACT FOR USE OF THE M&O MEETING ROOM

1001 Circle Street
Wenatchee, WA. 98801
509. 663. 0555

TO BE COMPLETED BY APPLICANT:

Program: _____ Person Applying: _____

Address: _____ Phone: _____ Cell: _____

Fax: _____ Email address: _____

Sponsoring Organization: _____ Purpose of Use: _____

Date/Dates: _____ Begin Time: _____ End time: _____

User group is responsible for the following:

- Setup
- Clean up to include: straightening all chairs and tables, collecting any left over food/ drinks, all miscellaneous garbage
 - * Please place all garbage cans in hallway for custodian to empty *
- Turn off lights
- Close and secure both meeting room doors for security
- Close and secure front entrance door for security

Custodial staff for clean up may be available/required at the user group's expense

Failure to comply with the above mentioned user group responsibilities may result in loss of future use

TO BE COMPLETED BY DISTRICT:

<i>Estimated Cost: \$0.00</i>			
Custodian	_____ hr @ \$ 17.71	= \$	_____
Video Conferencing Tech	_____ hr @ \$ 26.47	= \$	_____
Video Conferencing Tech O.T.	_____ hr @ \$ 39.71	= \$	_____
Facility Charge Other	\$ _____		
Adjustments after use: Reason	_____	\$	_____
	_____	\$	_____
TOTAL CHARGES TO USER \$ _____		CHARGE BUDGET NUMBER _____	

<u>Actual Costs to District:</u>			
Custodian	_____ hr @ _____	= \$	_____
Video Conferencing Tech	_____ hr @ _____	= \$	_____
Facility Charge Other	\$ _____		
Total Costs to District \$ _____			

AGREEMENT: The undersigned hereby makes application to Wenatchee School District #246 for the use of the facilities described above and certifies that the information given in the application and/or contract is correct. The undersigned further states they have the authority to make this application for the applicant and agrees to observe all rules and regulations established by the Board of Education and the Administration of requested facilities. The applicant agrees to exercise the utmost care in the use of the facilities and to hold the District free and without harm from any loss or damage, liability, or expense that may arise during or be caused in anyway by use or occupancy. The applicant shall be held responsible for charges incurred as a result of damage to said facilities and, if requested to furnish proof of liability insurance in amounts of not less than \$100,000/\$300,000 bodily injury liability and \$25,000/\$25,000 property damage (such policy shall acknowledge that the Hold Harmless clause contained in this agreement is insured therein).

Applicant Signature

Date

WSD Authorized Personnel Signature

Date

COPIES TO:

Maintenance Office Manager

Applicant

M&O Head Custodian