Charles A. Beard Memorial School Corporation
BUILDING AND EQUIPMENT USAGE APPLICATION

Current Date: Building:

Name of Organization:

Person Responsible:

Type of Meeting/Activity:

Facilities Requested:

If classroom, list room number: If other, describe:

Equipment Needed: How Many?

Equipment Needed: How Many?

Equipment Needed: How Many?

Equipment Needed: How Many?

Date & Time You would like to enter the building for set-up:

Time your event will begin: Adjournment Time:

Approval of Principal: DATE:

Approval of Superintendent: DATE:

Building Use:

Custodial Time:

Other Charges:

TOTAL:

Comments:

I hereby agree to abide by the following rules and regulations:

1. The facility must be left clean after use or the group will be charges for custodial clean-up.
2. Responsibility for damage to any property, furniture. or equipment is assumed by the renters. Sufficient help must be be provided by them to preserve order and protect property. No intoxicating liquor may be used in or around the buildings at any time, and no smoking will be permitted anywhere in the buildings. This conforms to the State Fire Marshall's regulations. It is the responsibility of the organization renting the building to see that these rules are strictly enforced.
3. Payments will be made by check to the Charles A. Beard Memorial School Corporation or as designated by the School Superintendent's Office.
4. Members of the Board os School Trustees, the School Superintendent, principals, custodians, or any representative authorized by the Board of School Trustees shall have access to the facility on all occasions.
5. The School Board reserves the right to reject any applications for rental if in its opinion it is detrimental to the public interest and welfare, or to the public schools, or if it interferes with any previously scheduled school events, or previously approved rentals or engagements.
6. The Board of School Trustees reserves the right to make any other regulations or arrangements for the rental, or rental charges, that it deems necessary.

We undersigned agree to faithfully perform the duties as set forth in the above regulations, and to follow all guidelines as stated:

_____ _____

Person representing organization Date

Address:

City: State AL ZIP:

Home Phone: Alternate Phone:

Print Form