

CLARINDA SCHOOL**Gymnasium and Commons Contract**☐ High School☐ Middle School☐ McKinley☐ Garfield

NAME OF ORGANIZATION _____

TYPE OF ACTIVITY _____

DATE RESERVED _____

HOURS OF USE: From _____ ☐ AM ☐ PMUntil _____ ☐ AM ☐ PMSpace Required: ☐ Gymnasium ☐ Locker Rooms ☐ Commons ☐ Kitchen☐ Other _____**Use of Sound System:**☐ Microphones _____☐ CD or Taper Players**Other Requirements:**☐ Podium☐ Tables _____☐ Chairs _____**Special Needs:**

Rental Fee _____

Custodial Fee _____

The reserving organization agrees to abide by the following instructions:

1. The key to the facility will be picked up at the High School Office prior to 4:00 pm on the day of use and will be returned on the following morning. For weekend use the key will be picked up on Friday and returned on Monday.
2. The area of the facility used will be cleaned by the reserving organization.
3. Smoking is not permitted in any school building. Food and beverages are not allowed in the building except by special agreement.
4. The reserving organization will secure all exits before leaving the building.
5. The school administration has the right to refuse or revoke the reservation of the building.

For the Organization

Name _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____

Date _____

Signature _____

For the School_____
Michael IrvinPosition Assistant Principal/Athletic DirectorSchool Phone 712-542-5167School Fax 712-542-4305

Date _____

Signature _____