

Hutchinson Public Schools

Excellence in Academics. Activities. and Character

Find this form on the web! www.hutch.k12.mn.us GO TO: "Tailored Programs"--"Community Education"--"School Facility Rentals" -- Form for Facility Use

FACILITY USE REQUISITION

Date of Application: _____

►► **CHOOSE A BUILDING:** _____ HIGH SCHOOL or _____ MIDDLE SCHOOL or _____ PARK ELEM or _____ WEST ELEM ◀◀

DAY OF WEEK: _____ MONTH: _____ DATE(S): _____ 20__

GROUP NAME: _____ TIMES - START: _____ & End: _____

NAME: _____

ADDRESS: _____ ACTIVITY: _____

CITY/ZIP: _____ CELL PHONE: _____

Signature _____ EMAIL: _____

Approval & Release of Liability: Approval must be obtained for any extra curricular school activity or non-school organizations to use a facility. There shall be no liability assumed on the part of ISD #423 or its trustees or agents, either officially or personally to the user for any damage occurring from the use of the district facilities. All users shall hold the above named districts, its trustees and agents free and harmless from all claims or liability for damages for any person or persons for injury to person or loss or damages to property caused by or in connection with the use of the premises or any other source.

FACILITY (Rental Rates Apply):

- ___ Foyer
- ___ Auditorium
- ___ Gym
- ___ Pool
- ___ Multi Purpose Room
- ___ Locker Room
- ___ Cafeteria
- ___ Concession Area
- ___ Media Center/Library
- ___ Wrestling Room
- ___ Classroom 1: # _____
- ___ Classroom 2: # _____
- ___ Classroom 3: # _____
- ___ Additional Rooms _____
- ___ Computer Lab #: _____

EQUIPMENT (Charges May Apply):

- ___ TV/VCR/DVD
- ___ Microphone / Podium
- ___ Tables: # Needed _____ Location _____
- ___ Chairs: # Needed _____ Location _____
- ___ Other _____

PERSONNEL (Personnel Charges Apply):

- ___ Custodian (Minimum of 2 hrs. per union contract)
- ___ Stage Manager _____ Val, HS; _____ Jason, PK
- ___ Computer Lab Tech _____
- ___ Lifeguard _____
- ___ Other _____

►► SPECIAL INSTRUCTIONS AND DETAILS:

ALL CHARGES MAY BE ADJUSTED BY ISD 423 ON AN ANNUAL BASIS AS CONTRACTS CHANGE

RETURN TO: Sharon Armstrong, PRCE, 900 Harrington Street SW, Hutchinson, MN 55350

Phone: 320-234-5638 - Fax: 320-234-4243 - Email: sarmstrong@ci.hutchinson.mn.us

(Office Use) Received Date _____; Recorded on Calendar: _____; Approved By _____; Fwd/ Email Date _____

THANK YOU!