Plymouth School District
125 Highland Avenue, Plymouth, WI 53073 (920) 892-5068
Application and Agreement For Use of Facilities

DATE of USE:_____

Application Date:_____

Applicant/Group _____
Contact _____
Address _____
Daytime Phone _____ Evening Phone _____

Facility Request

School and Area Requested_____
Use Date(s)and Day(s)_____
Start Time _____ End Time _____
Admission charged ❑ Yes ❑ No
# of Participants:_____. Are all participants residents of the Plymouth School District? ❑ Yes ❑ No

Purpose _____

Equipment Needs*

❑ Bleachers ❑ Scoreboard ❑ **Auditorium Equipment**
❑ Tables # _____ ❑ Chairs # _____
❑ Slide Projector ❑ Screen **The auditorium has a separate**
❑ TV/VCR/DVD ❑ Microphones **equipment needs list**.
Other Requirements _____
_____

Notes to Staff: _____

*Fees may apply

Rental Fees

Auditorium Rate	$_____	per hour x _____	hours = $ _____
Gym Rate	$_____	per hour x _____	hours = $ _____
Room Rate	$_____	per hour x _____	hours = $ _____
Pool Rate	$_____	per hour x _____	hours = $ _____
Custodial Rate	$_____	per hour x _____	hours = $ _____
Lifeguard Rate	$_____	per hour x _____	hours = $ _____
Other	$_____	per hour x _____	hours = $ _____

Total Charges: $_____

Agreement

The undersigned applicant or organization agrees by all policies, rules and regulations of the School District governing the use of buildings and grounds as a consideration for being permitted to use the school facilities and equipment, and that the rules are obeyed and carried out; to assume responsibility for and to make good any damages whatsoever resulting from use from any claims arising out of the use of any of the school facilities controlled by the Board of Education. School Policy available upon request. Availability dates subject to change. School sponsored events have priority.

Applicant's Signature _____ Building Administrator _____
(I have read and concur with the above usage agreement)

See back for responsibilities check out list.

For office use:

_____Sent for principal signature _____entered on calendar _____distributed copies to: CE, custodian, principal, applicant