

SACO SCHOOL DEPARTMENT
90 Beach Street
Saco, Maine 04072

CONTRACT FOR RENTAL OF SCHOOL FACILITIES

Date: _____

This agreement, is made between Saco School Department and _____
for the use of _____ School and the facilities checked below.

Gym	[]	\$75.00	Cafeteria	[]	\$75.00
Cafeteria & Stage	[]	100.00	Classrooms	[]	25.00
Locker rooms/showers	[]	50.00	Kitchen	[]	75.00

For use of the Kitchen ONLY contact Jeff Bridges @ Saco Middle School 282-0211
For use of all other areas contact Mike Garrity, Maintenance Director at 284-4505 x 33

Please Print

Name of Sponsoring Organization _____
Name of Representative _____ Tel: _____
Address of Representative _____
Date of Use of Facility _____ Starting Time: _____
Ending Time: _____
Purpose of Rental (Be specific) _____

The above organization through its authorized representatives assumes full responsibility for damage and any wear and tear above normal use. Furthermore, the sponsoring organization and its authorized representatives are responsible for the following charges: (PAYMENT FOR UP FRONT FEES ARE REQUIRED 2 WEEKS PRIOR TO RENTAL DATE OR CONTRACT CANCELLED. PLEASE MAKE CHECK PAYABLE TO SACO SCHOOL DEPARTMENT.)

a) Rental Fee for Facility: \$ _____
b) Police/ Fire Dept Services: _____
c) Custodial Services: _____
Total: _____

It is the responsibility of the sponsoring organization through its authorized representative to contact the day custodian at the respective school two (2) weeks prior to the rental date to establish the equipment needed.

***The organization is also responsible for arranging police and fire department coverage, as well as kitchen personnel and custodial services, as required by Saco Board of Education and municipal regulations. The organization wishing to have the rental fee waived must indicate proof that it is "non-profit". ANY PROBLEMS OR CONCERNS CONTACT MIKE GARRITY @284-4505 X 33.**

Signing of this contract indicates acceptance of the rules and policies established by the Saco Board of Education.

Signature of Authorized Person

Date

School Principal

Date

Operations / Maintenance Director

Date

revised 7/25/05