

Saco School Department
90 Beach Street
Saco, ME 04072
(207) 284-4505 Fax (207) 284-5951

Today's Date: _____



Rental Contract for Use of School Facilities
(Please read entire form before completing)

Name of School or Organization: _____

Name of Requester: _____ Please print) Title: _____

E-mail Address: _____ (for electronic questions/confirmation)

Address: _____

Telephone: _____ Fax: _____

Name of School Building requested: _____ Room or Space: _____

Describe the event that will take place:

Number of people anticipated for event: _____ Date(s) facilities needed: _____

Event Start time: _____ Event End Time: _____

Setup Time: _____ Breakdown Time: _____

Will you be charging an admission fee? Yes No Is this a revenue generating event? Yes No

Use Category: Saco School Department Saco Non-Profit Organization
 Saco Parks & Recreation Saco For-Profit Organization
 Municipal Non-Resident Organization.

Fee Information Regarding Room Rental, If Applicable

Large Function Rooms – Gym, Cafeteria or Auditorium \$150.00 ____
(Plus applicable custodial fees per 4 hr. block = \$70.00)

Kitchen (plus applicable cafeteria employee fee TBD) \$75.00 ____

Locker Rooms/Showers \$50.00 ____

Classroom (must have approval of the classroom teacher) \$25.00 ____

Utility Fee \$25.00 ____

Administrative Fee \$15.00 ____

For use of the Kitchen, contact Sue Morrell at Saco Middle School, 229-0211.

Please draw a diagram of room set-up:

The organization, _____, through its authorized representatives assumes full responsibility for damage and any wear and tear above normal use. The sponsoring organization and its authorized representatives are responsible for charges for their event(s). *In general weekend events for custodial fees are X the number of hours for the event.* ORGANIZATIONS OUTSIDE THE SCHOOL DISTRICT, PLEASE SEE THE SACO SCHOOL DEPARTMENT FACILITY POLICY & FEE SCHEDULE.

Signing this request form, indicates acceptance of the rules and policies established by the Saco School Board of Education. The organization is responsible for arranging any police/fire department coverage, as well as kitchen personnel & custodial services. The organization wishing to have the rental fees waived, must indicate proof that it is "non-profit". All requests for waiver of fees must be done in writing to: Superintendent of Schools, Saco_hool Department, 90 Beach Street, Saco, ME 04072.

Signature of Applicant Date


***Completed Applications should be sent to Diane Pepin by email: dpepin@sacoschools.org or fax: 284-0282. Questions regarding facility use may also be directed to Mike Garrity, Director of Maintenance at 284-4505.**

OFFICE USE ONLY: An invoice will be generated for your records –

Checks are payable to: Saco School Department

The users, with the exception of schools and city agencies, will be charged a one-time admin fee of \$15.00 per application and a \$25.00 utility fee for after hours use if rental fee is waived.

Custodial Services:	\$ _____
Rental Fee for Facility (if applicable):	\$ _____
Classroom Fee:	\$ _____
Utility Fee:	\$ _____
Admin Fee:	\$ _____
Total:	\$ _____

<u>Office Use Only:</u>	APPROVED	Not Approved	POWERED BY:
Building Principal: _____ Date	_____	_____	 Schedule No. _____
Athletic Director: _____ Date	_____	_____	
Food Service Director: _____ Date	_____	_____	
Maintenance Director: _____ Date	_____	_____	

