

Potlatch School District # 285
130 6th Street, Potlatch, ID 83855
Phone: (208) 875-0327 FAX: (208) 875-2560

RENTAL AGREEMENT

Please select the school you wish to rent.

Potlatch Elementary School

_____ Equipment _____

(Please List) _____

_____ Potlatch Junior/Senior High School

Name of individual or group _____

Address _____ Phone Number _____

Contact Person _____ Phone Number _____

Tier 1 Organization (School-Affiliated Club): _____ Yes _____ No

Tier 2 Organization (Non-Profit): _____ Yes _____ No

Tier 3 Organization (All Other Entities): _____ Yes _____ No

Date(s) of Use: _____ Time: _____ to _____

Number of People Attending: _____

(If multiple dates are needed, please list them on the back of this sheet)

Purpose of Rental: _____

Area being Rented:

Potlatch Elementary School

__ classroom __ music room __ kitchen __ lunchroom __ computer lab __ gym
__ library

Potlatch Junior/Senior High School

__ multipurpose room __ classroom __ gym __ kitchen __ computer lab __ music room
__ library

(See attached Rental Fee Chart for the cost of the different areas)

Number of Hours in Building: _____

To be completed by Principal or Designee

Cost of Supervision (If Required): \$ _____

Refundable \$150.00 cleaning deposit: Date Received _____ by ___ Check ___ Cash ___

Total Rental Fee: _____ Date Received _____ by ___ Check ___ Cash ___

Other Associated Fees: _____

Principal's Signature/Date: _____ or

Superintendent Signature/Date: _____

Approval: ___ Yes ___ No

(Notification of Approval to be Given Within Two Business Days)

Cleaning Deposit:

All entities utilizing the school facilities are **required** to pay the Cleaning Deposit.*

A refundable cleaning deposit of **\$150** is required at the signing of all agreements for use of district facilities. Any individual or organization which rents or uses a district facility and leaves it, upon completion of rental or use for any particular day, in need of cleanup shall be assessed a cleaning fee commensurate with the amount of cleanup required.

*Please Note: If a Cleaning Deposit is not returned and is used for cleaning purposes, the renting entity will be required to provide the District with another Cleaning Deposit before they will be allowed to rent the facility again.

Responsibilities of Renting Party:

Each school will provide the renter with a list of responsibilities.

Regularly scheduled and authorized events and programs outside of school hours in the public interest are encouraged. For each such event or program, a sponsor must accept responsibility for the cleanup and security of the building used.

Organizational supervisors are adult supervisors provided by the sponsoring individual or organization and are **required** of all entities who use or rent district facilities.

BUILDING RENTAL WAIVER REQUEST FORM FOR NONPROFIT ORGANIZATIONS

Nonprofit organizations may request waivers of some or all of the rental and/or fees. Such requests shall be submitted in writing to the district, and will be considered by the board of trustees or their appointee on a case-by-case basis.

Name of Organization _____ Today's Date _____

We are considered a nonprofit organization because:

Date(s) of Use: _____ Time _____ to _____ Number of People Attending _____

Purpose of Rental:

Area being rented:

Potlatch Elementary School

classroom music room kitchen lunchroom computer lab gym library

Potlatch Junior/Senior High School

multipurpose room classroom gym kitchen computer lab music room
 library

We are respectfully requesting one or the entire following rental/or associated fees to be waived.

To be completed by the organization:

Please list fees the organization wishes to have waived:

Signature of Organization's Designee

(To be filled out by school board or designee)

Fees Waiver Approved: Yes _____ No _____

Authorized Signature/Date: _____

Additional Dates Requested

Date(s) of Use: _____ Time _____ to _____

Date(s) of Use: _____ Time _____ to _____