

**Logan City School District  
Building Rental Application**

<b>50 % Non-Refundable Deposit is due with Building Rental Application Final Payment is due (10) working days prior to Activity/Event.</b>							
Date of Application:				Name of Organization:			
Contact Person:				Telephone:		Business or Home:	
Address:						Cell Phone:	
City:		State:		Zip Code:		Email:	
Rental of Building is for: <input type="checkbox"/> District Event <input type="checkbox"/> School Event <input type="checkbox"/> Private Use <input type="checkbox"/> Public Use <input type="checkbox"/> Non-Profit - If yes, a 501c# form must be provided <input type="checkbox"/> For Profit Organization - If yes, a certificate of insurance must be provided							
Type of Event:				Date of Event:			
Approximate Number of Attendees/Participants:				Insurance: <input type="checkbox"/> Private <input type="checkbox"/> Purchased Through District			
Will you be charging: <input type="checkbox"/> Admission Fee <input type="checkbox"/> Booth Fee <input type="checkbox"/> Concession Fee <input type="checkbox"/> Other: _____							
Set Up Time:		Completion Time:		Time of Event:		Start Time:	
<input type="checkbox"/> AM <input type="checkbox"/> PM		<input type="checkbox"/> AM <input type="checkbox"/> PM				<input type="checkbox"/> AM <input type="checkbox"/> PM	
<b>AREA REQUESTED</b>							
<input type="checkbox"/>	Auditorium	<input type="checkbox"/>	Band Room	<input type="checkbox"/>	Choral Room	<input type="checkbox"/>	Media Room
<input type="checkbox"/>		<input type="checkbox"/>	Orchestra Room				
Cafeteria(s): <input type="checkbox"/> North Cafeteria <input type="checkbox"/> South Cafeteria <input type="checkbox"/> Both <input type="checkbox"/> Common Area							
Classroom(s):				Total Number of Classrooms Needed: _____			
Location: <input type="checkbox"/> 100 Hall <input type="checkbox"/> 200 Hall <input type="checkbox"/> 300 Hall <input type="checkbox"/> 400 Hall <input type="checkbox"/> 500 Hall <input type="checkbox"/> Music Hall							
Computer Lab(s): <input type="checkbox"/> Blue Lab <input type="checkbox"/> Silver Lab <input type="checkbox"/> Writing Lab							
Field(s): <input type="checkbox"/> West Fields <input type="checkbox"/> North Fields <input type="checkbox"/> Both							
Gym(s): <input type="checkbox"/> North Gym <input type="checkbox"/> South Gym <input type="checkbox"/> West Gym NOTE: Locker rooms are not available for public use.							
Hallway(s): <input type="checkbox"/> Main Hallways <input type="checkbox"/> Common Areas <input type="checkbox"/> 100 Hall <input type="checkbox"/> 200 Hall <input type="checkbox"/> 300 Hall <input type="checkbox"/> 400 Hall <input type="checkbox"/> 500 Hall							
<input type="checkbox"/>	Tennis Courts	<input type="checkbox"/>	Theater	<input type="checkbox"/>	Other:		
<b>EQUIPMENT REQUESTED:</b>							
<input type="checkbox"/>	CD Player	<input type="checkbox"/>	Computer Access	<input type="checkbox"/>	DVD Player	<input type="checkbox"/>	Flag
<input type="checkbox"/>		<input type="checkbox"/>	Chairs /How Many: _____				
<input type="checkbox"/>	LCD Unit	<input type="checkbox"/>	Microphones	<input type="checkbox"/>	PA System	<input type="checkbox"/>	Overhead Projector
<input type="checkbox"/>	Podium	<input type="checkbox"/>	Projector	<input type="checkbox"/>	Risers	<input type="checkbox"/>	Tables/ How Many: _____
<input type="checkbox"/>	TV Access	<input type="checkbox"/>	Wireless Access	<input type="checkbox"/>	Piano	<input type="checkbox"/>	Other:
<b>PERSONNEL REQUESTED:</b>							
<input type="checkbox"/>	Custodial Support			<input type="checkbox"/>	Kitchen Area Supervision		
<input type="checkbox"/>	Stage Crew			<input type="checkbox"/>	Technical Support		
<input type="checkbox"/>	Other:						

**All users will assume their own liability coverage. The users will indemnify and hold harmless Logan City School District from any or all liability claims and courses of action occurring during rental use.**

**This application was prepared with my knowledge of the policy for Rental Facilities.**

## Logan City School District Building Rental Application

**You are hereby granted this PERMIT to use District property as described above. Use at your own risk. The District is immune from liability for your use pursuant to UCA §53A-3-413-414 and §63G-7-301(5). You are advised to obtain insurance for your own liability.**

### COSTS:

#### SCHOOL USE ONLY

Cost are calculated as follows:

#### Building Rental Fee:

	Hourly Rate	Daily Rate	Subtotal
Auditorium	_____	X _____	= _____
Cafeteria	_____	X _____	= _____
Classroom	_____	X _____	= _____
Computer Labs	_____	X _____	= _____
Fields	_____	X _____	= _____
Gyms	_____	X _____	= _____
Media Center	_____	X _____	= _____
Music Rooms	_____	X _____	= _____
Tennis Courts	_____	X _____	= _____
Theater	_____	X _____	= _____

#### Personnel Fee:

	Hourly Rate	Daily Rate	Subtotal
Custodian	_____	X _____	= _____
Additional Staff	_____	X _____	= _____
Kitchen Staff	_____	X _____	= _____
Tech Crew	_____	X _____	= _____

#### Total Cost for Rental:

\_\_\_\_\_

#### NOTE:

At the discretion of the Building Administrator, additional personnel may be needed for large events, administration or other staff may be assigned and additional charges added.

#### RENTAL DAY CONTRACT:

Must be available at all time during activity to supervise participants and attendees.

NAME: \_\_\_\_\_

Telephone: \_\_\_\_\_

### DOCUMENTS AND FEES:

Attached are the following documents and fees:

- Certificate of Insurance (for Profit Organizations only)
- Signed Building Rental General Regulations
- Rental Fee – 50% non-refundable deposit (made payable to Mount Logan Middle School)

The Logan City School District Policy on Rental of District Facilities has been read and understood along with all provisions of the Building Rental Application.

Renter's Signature: \_\_\_\_\_  
(Person signing must be over 21 years or older)

Date: \_\_\_\_\_

NOTE: Final rental payment is due in full the of event

#### ADDITIONAL RENTAL INFORMATION (See Policy):

1. A stage technician is required when using auditorium lighting and/or sound system.
2. A kitchen staff worker is required for kitchen rental.
3. Proof of insurance coverage must be submitted to the District at least two week prior to rental.
4. Rentals beyond 8 hours are charged the daily rate plus an hourly rate beyond the 8 hours.
5. All users must leave the building no later than 11:00 p.m. and all outdoor activities must end by 10:30 p.m.
6. Field requests are made through the school administrator.
7. No outside properties must be brought into the building without prior approval from the building administrator.
8. No signs, posters, properties, or other materials are to be attached to facilities without building administrator.
9. Questions can be addressed by calling (435) 755-2370 ext. 6008

#### SCHOOL APPROVAL:

Admin. Signature \_\_\_\_\_

Date: \_\_\_\_\_

#### SCHOOL USE ONLY:

**50% Non-Refundable Deposit and Application Received On:**

Date: \_\_\_\_\_ Check No. \_\_\_\_\_

Received and Verified by: \_\_\_\_\_

#### FINAL PAYMENT RECEIVED ON:

Date: \_\_\_\_\_ Check No. \_\_\_\_\_