

**CABOT SCHOOL DISTRICT
FACILITY USE AGREEMENT**

The person making the building request needs to provide the following:

(Please print.)

Event Title/Description _____

Date of Event _____ (Submit at least 2 weeks prior to event date.)

Contact Name _____

Email Address (Required) _____

Telephone number (Day) _____ (Evenings) _____

Location/School _____

Rooms being requested for use _____

*If the auditorium is requested, a separate contract will need to be completed with the Facility Use Manager. (Auditorium is not available on Sundays.)

Billing Address _____

Number attending _____ (Approximate number)

Set Up Time _____ Event Start Time _____
(Earliest time you need into the building)

Event End Time _____ Breakdown Time _____
(Out of the building)

Event Requirements (Check all that apply.)

- Air Conditioning (After 5:00 and Weekend Services)
- Event set-up. Submit diagram at least seven (7) days prior to event or it will remain as is.
- Athletic Fields
- Audio/Visual Services
- Computer Services
- Lights/Sound/PA System
- Unlock/Lock-up \$18.00 per hour (Minimum three (3) hours)
- Custodial - Fees as stated in the Rates and Regulations (Required)
- Food Services - Kitchen not available unless this is requested. Fees apply.
- HS Cafe - Minimum attendance is 300 people to use
- Cafeteria (Number of tables _____; Number of chairs _____)
- Stadium Area
- Security. Every event will be subject to a security needs assessment. If the District determines that security is necessary, fees will be as stated in the Rates and Regulations. _
- Electrical services. Please describe any electrical service needs of greater than 15 amperes or 1,800 watts. (Examples may include electricity for inflatables, bouncy houses, etc.):

Renters Assurance

(Please initial each statement.)

_____ I agree to be financially responsible for the Facility and property from the time I enter the building until the event is over and I leave the grounds. By signing this agreement, I also agree to the terms and conditions stated in the Rates and Regulations document. An employee of the Cabot School District will be present during the entire time of the above described event from the time the building is opened until the time the building is closed.

_____ I understand that cleaning is required to be performed by our custodial staff. If security is deemed necessary by the District, Cabot School District security staff is required. Both are paid at the fees noted in the Rates and Regulations. I understand I will be billed for the incurred amount after the event takes place.

_____ I understand that keys will be signed out from the Facility Use Manager (501-743-3560) at the Warehouse, unless the event is taking place in the Auditorium.

_____ ALL CONTRACTS MUST BE COMPLETED, INCLUDING THE SUBMISSION OF ANY APPLICABLE LIABILITY INSURANCE POLICY, AND DEPOSIT MADE BEFORE YOUR DATES CAN BE RESERVED. FAILURE TO COMPLY WITH ALL REQUIREMENTS COULD RESULT IN YOUR EVENT BEING CANCELLED.

Signature of Responsible Party

Date

Printed Name

Office Use Only:

Information taken by: _____ Date _____

Entered _____ Confirmation Number _____