

PENN MANOR SCHOOL DISTRICT

P. O. Box 1001

Millersville, PA 17551

Phone: 872-9500 Fax: 872-9505

Contract for use of School Facilities

The undersigned makes this contract on behalf of:

For the use of:

For the purpose of:

Date of event:

Building open from:

Admission will be charged:

Contribution will be received:

We agree to the following conditions:

1. All contracts must be signed and returned **14 calendar days** prior to event.
2. Exercise due care to avoid damage to building or equipment.
3. To be financially responsible for other than accidental damage to facilities.
4. To serve food and beverages only in areas normally used for this purpose.
5. To refrain from attaching any objects to floors or walls that would mar the building.
6. To accept any instruction from the custodian who is responsible for the enforcement of building rules and regulations.
7. Be advised that facilities are being utilized at your own risk.
8. To accept cafeteria supervision and police coverage (if applicable) as assigned by the school. A charge will be made for any expenses incurred by the district (i.e. custodian, special police, cafeteria personnel, damage to building).
9. Contact Randy Wolfgang at ext. 2228, **14 calendar days** in advance for banquet arrangements.
10. Contact *Cafeteria Worker (Building Specific)* to place food orders or to make food order changes.
11. Contact Sharon Knighton at ext. 2238 for building rental changes (ex. additional equipment, tables, chairs) and for billing inquiries. Contact Randy Wolfgang at ext. 2228 for food service billing.
12. The group will be given notice of at least one week for school events that need the space. School events will always take priority.
13. Payment is due within 30 days of billing date. Final invoice based on actual coverage and use will be mailed at the conclusion of the event unless event covers more than one month, then billing will be monthly.
14. Special conditions (equipment needs):

(Signature of Requestor)

CLASS: A	# of Hours	x	Rate	=	Total
Building Rental	_____	x	_____	=	\$ -
Custodian	_____	x	_____	=	\$ -
Cafeteria Employee	_____	x	_____	=	\$ -

***ESTIMATE ONLY** \$ - *

This is an estimate only. Final charge will include services rendered as per item 8 listed above.

(Signature of District Representative)

Christopher L. Johnston

Please visit the Penn Manor School District web site at www.pennmanor.net