

School District Portion

Building Level:

- 1. Activity within custodial hours? Yes _____ No _____
- 2. Funds to be collected from user? Yes _____ No _____

Fees must be paid prior to use of facilities.

Estimated Amount	Date Collected	Actual Amount
Facility Fee		
Direct Cost		
Supervisory Fee		
AMOUNT TO BE COLLECTED OR REFUNDED		

NOTE: If the exact amount of the cost/fees is unknown, the building staff will estimate the total and a deposit in that amount will be made to the District Administration Office. When the exact total has been determined, if the deposit was larger than the exact total, the overpayment will be refunded. If the deposit is less than the exact total, a billing for the additional amount due will be sent to the user.

For usage outside regular District employee hours:

Approved Monitoring District Employee _____

Building Administrator / Designee Approval _____
Signature

Each of the following is to receive a copy of this form:

- District Maintenance Director
- Building to be used
- District Administration Office (Only if fees are to be collected, then send two (2) copies)
- Custodial Staff Kitchen
- Staff (When appropriate)
- User Group

Regulation Approved Kathleen Rodden-Nord

Date April 26, 2010