

Facilities Use Agreement

The public is invited to use the facilities in Eastern Aroostook RSU 39. However, school activities must have priority over outside organizations and groups. Requests for building use should be made as far in advance as possible.

The Building Administrator or Caribou Performing Arts Director must approve all requests. Please do not direct requests to custodians or other school personnel.

If permitted to use the facilities of Eastern Aroostook RSU 39, we agree to the following provisions:

- That you read and agree to the terms of RSU 39 Policy KF Community Use of School Facilities, which can be found at <https://www.rsu39.org/board-policies>.
- That you will provide at least **24 hours** notice if use of facilities is cancelled. (Charges may be assessed if proper notification is not provided.)

Date of Application: _____ Type of Event: _____

Area of Building (e.g. Auditorium, Café, Gym, Classroom etc.): _____

Renter Information:

Organization Name: _____
 Contact Name: _____
 Street Address: _____
 City, State Zip Code: _____
 Telephone #: _____ E-Mail: _____

Date(s) and time(s) to be used:	<u>Dates</u>	<u>Times</u>
	_____	_____
	_____	_____
	_____	_____

Equipment needed:

Building Presentation / Sound System Access / Technology Equipment / Wifi ☐ Yes ☐ No
 CPAC Lights & Sound Booth Access ☐ Yes ☐ No
 Other (Chairs, Tables, Platforms, Risers, etc.) Please list: _____

I have read and agree to the terms of RSU 39 Policy KF Community Use of School Facilities.

Signature Required

Date

OFFICE USE ONLY:

Space Reserved By (RSU 39 Staff Member): _____

Copies to: Building Admin. _____ Custodian _____ Accounts Receivable _____ Tech Dept. _____

Caribou Performing Arts Center: Designation Code: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F

Ticket Sale Total for Restoration Fee: _____