



Mr. Jerry S. Boyd
Superintendent

405 W. College St.
Jonesborough, TN 37659
Phone (423) 753-1100

Facility Rental Agreement

Date of Use: _____/_____/_____ (If multiple dates are involved, attach detailed calendar)
 Building to Be Used: _____
 Time to Enter Building: _____
 Time to Exit Building: _____
 Name of Group: _____
 Estimated Number in Group: _____

See WCBE Policy 3.208 for information needed to complete the section below.

School	Area	Rate per hour	X Total Hours of Rental	Subtotal	Add Cleaning Charges	Total Charge
Fees may be waived. See next page.						Grand Total

By signing this application, the person whose signature appears below agrees that he/she is responsible for the group and will see that the buildings are not misused, that groups have proper adult supervision, and that the buildings and grounds are used in conformity with the rules and regulations of the Board of Education. It is also understood that school activities have priority for the use of any building. This applies even in cases where some groups have requested the use of the building at a certain hour for several weeks; any school activity that must be scheduled has priority on the use of the building. An assigned school employee shall be present in the building at all times during the period of use. The Board of Education will pay for all services out of the total fee. The signee accepts financial responsibility for any damages caused by the group. The signee will provide documentation of liability insurance coverage. The applicant understands that keys will not be issued to non-school system employees. *If beverages will be sold, the signee MUST order those beverages from Washington County Schools' Pepsi vendor as stipulated in the current Beverage Vendor contract between Washington County Schools and Pepsi.*

Printed name of applicant

Signature of applicant

Mailing address

Phone number

Date _____/_____/_____

