



## Application Form

Please complete all fields below. Requests must be filed two [2] weeks prior to use and accompanied by a \$15 application processing fee for Category IV organizations.

### Organization Information

Organization Name:			
Contact Person:			
Street Address:			
City / Zip Code:		Phone Number:	
Email Address:			

### Rental Request Information

School / Facility Requested:			Room Requested:	
Number of Attendees		Date(s):		Time(s):
Admission Charge:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If Yes, purpose?	
Kitchen Needed:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If Yes, hours?	
Purpose for Use of Facility				
Room Arrangement Requests and/or Comments				

### Agreements

<p>A. A copy of a Certificate of Insurance naming Tempe School District No. 3 as additional insured must be on file in the District prior to approval for facilities use.</p> <p>B. Category II &amp; III organizations must provide proof of non-profit status.</p> <p>C. Forty-eight [48] business hours notice is required for cancellation of the agreement. Notice should be made to the school/facility of intended occupancy. Failure to provide appropriate notice will result in a twenty-five dollar [\$25] penalty per use.</p> <p>D. The rental fees will be assigned based on Tempe School District's board adopted Community Use of Facilities Fee Schedule.</p> <p>E. All fees become due and payable upon receipt of invoice.</p> <p>F. Organizations are expected to abide by all policies and rules in Regulation KF-RB.</p>
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Organization Rep. Signature:		Date:	
District Rep. Signature:		Date:	

### For District Use Only

Organization Classification	<input type="checkbox"/> I	<input type="checkbox"/> II
	<input type="checkbox"/> III	<input type="checkbox"/> IV

Base Charge for Use of Facility	\$
Additional Charges	\$
Total	\$