

Facility Use Form and Fee Schedule

- 1) For security and parking reasons, use of the Student Center will be limited to no more than 50 people during school session hours.
- 2) Events held during school hours shall require all participants to be properly identified through visitor badges provided by the event or at the discretion of the Director.
- 3) All use of the Student Center and room configurations must meet safety and fire standards and be approved by the Director or designee.
- 4) Evening use of the Student Center shall not exceed 75 people without prior approval of the Director.
- 5) Set up arrangements should be confirmed via email with the Business Manager or Director.
- 6) Catering arrangements should be confirmed via email with the Chef and CC'd to the Director.
- 7) Technology arrangements should be confirmed via email with the IT Director and CC'd to the Director.
- 8) All fees will be paid in advance of use of school facilities.

Fees:

Student Center

- \$50 per meeting up to 50 people
- \$75 per meeting up to 75 people
- Fees to be adjusted for groups over 75 people

Director Conference Room

- \$25 per meeting up to 10 people

Custodial

- \$25 per hour if the meeting is held outside of regularly scheduled hours

The above fees may be waived or adjusted as appropriate at the discretion of the Director.

Waldo County Technical Center
Facility Use Request

This agreement is made between Waldo County Technical Center
and: _____

Name of organization or individual representing an
organization: _____

Address: _____

Telephone: _____

E-mail: _____

Description of Use: _____

Date/Time(s): _____

Total Rental Fees: \$ _____ (Provided by the Director and/or designee)

This form must be submitted one week in advance of the event with all rental fees and
other documentation as requested, e.g., **Certificate of Insurance**.

On behalf of the above organization, I certify that I have read and agree to the terms of the
attached Policy and agree to all fees as listed above. I agree to provide adequate adult
supervision at all times during the use of the facilities and I will assume responsibility for
all fee charges and to indemnify and hold harmless the WCTC Region 7 Cooperative Board,
officers, agents, employees and students (Releases) from any and all claims, actions, losses,
damages, liabilities and expenses (including without limitation attorney's fees) of any kind
(claims), including claims arising by or arising from the negligence of Lessee, arising out of
this contract and/or the use of this facility or the equipment, other school property or
school premises.

Lessee Signature

Date

Director or Designee Signature

Date