

Facilities use request

(Other than Williamson Performing Arts Center)

Organization or individual contacts appropriate building administrator or representative via phone or in person requesting use of one of our facilities. At this time the user classification group # is determined and rental fees should be discussed per rental rate schedule, administrator notes are made on the facility use request form of an estimate of charges and lessee is informed of when payments will be due. 25% deposit will be billed by the Business Office as soon as use request is received in house and payment must be accompanied by proof of \$1,000,000.00 liability insurance naming MSAD 49 as additional insured. Balance of rental fee is due at least one week before the scheduled event. After the event the Business Office will issue the Lessee an additional invoice for any custodial, technical and/or damage fees applicable and is due upon receipt of invoice.

If the applicant is making their request by phone, the same determinations should be made (and filled out on the request form) as above determining the classification group # and estimate of fees, the facilities use request form should then be mailed to or picked up by the applicant for the signature of the person representing the organization. The use request form should be returned to the Business Office (who will call the appropriate administrator to come to the BO to sign it.)

Williamson Performing Arts Center

There is an additional *contract for use agreement, specific rules and fee schedule* that need to be agreed upon and signed by the lessee and the administrator.