

Bosco Catholic School System

St. Joseph School
PO Box 158
Raymond, IA 50667
Phone (319) 233-5980

Immaculate Conception School
PO Box 256
Gilbertville, IA 50634
Phone (319) 296-1089

Don Bosco High School
PO Box 106
Gilbertville, IA 50634
Phone (319) 296-1692

FACILITY RENTAL AGREEMENT/CONTRACT

Date of Event _____

Contact Person _____ E mail _____

Organization (Name of Group) _____

Mailing Address _____

Phone/Cell Number _____

Purpose of Use/Description of Event _____

Admission Charge? Yes No Anticipated Attendance _____

Reservation Request: (check all facility areas needed)

_____ Commons only (\$25/hr) Time needed _____

_____ Gym only (\$25/hr) Time needed _____

_____ Gym & Commons (\$50/hr) Time needed _____

_____ Commons & Kitchen (\$50/hr) Time needed _____

_____ Commons, Kitchen, Gym (\$75/hr) Time needed _____

(Day Rate = \$200)

TERMS OF THE AGREEMENT

The renter shall agree to the following conditions and terms:

- The RENTER accepts all responsibility to pay for the cost of repair/replacement of any damage to property of Bosco Catholic School System.
- Food and/or beverage is NOT provided by Bosco Catholic School System.
- No alcohol or smoking is allowed in the facility or on the premises.
- Audio/visual equipment is NOT included nor will be provided by Bosco Catholic unless prior arrangements are made.

Refundable Deposit: _____ Due at time of reservation request

Facility Rental Amount: _____ Due when key is issued

Please make checks payable to Bosco Catholic Schools System

Signature of Organization/Group Representative Date _____

FOR OFFICE USE

Request taken by: _____ Date: _____

Denied _____ Approved _____

Staff on call (or staff contact for event) _____

Deposit: _____ Date Received: _____ Date Refunded: _____

Rental Fee: _____ Date Received: _____

Facility Agreements(s) Date Sent: _____ Date Received: _____

Notes on Facility Condition after rental _____
