

Ogden Preparatory Academy
BUILDING RENTAL AGREEMENT

Applicant's Name: _____ Date: _____

Applicant's Address: _____ City: _____ Zip Code: _____

Phone: Home _____ Business _____ Cell _____

Type of Activity: _____ Facilities Used by: _____

Area (s) or Room (s) Requested _____

Month	Date(s) Requested	Year	From	To

TO BE COMPLETED BY SCHOOL

FACILITY	RENTAL FEE PER HOUR	HOURS	TOTAL	Deposit
			\$	50 percent
			\$	50 percent
			\$	50 percent
			\$	50 percent
			\$	50 percent
PERSONNEL REQUIRED	STAFF CHARGE PER HOUR	HOURS	TOTAL	Deposit
			\$	100 percent
			\$	100 percent
			\$	100 percent
EQUIPMENT	Describe:		\$	
TOTAL CHARGE for use of facilities as described above:			\$	\$
TOTAL CHARGE FOR ACTUAL USE OF FACILITIES			\$	\$

As users of Ogden Preparatory Academy, we assume all responsibility for the activity and will not violate any city, county or state law. We understand and agree to comply with all rental policies of Ogden Preparatory Academy; and any loss or damages to buildings, equipment or grounds as a result of this activity will be fully reimbursed including court costs or damages as a result of any suit which might be instituted by any person as a result of use of these facilities. We hereby acknowledge having received, read and agree to abide by the Ogden Preparatory rental policies.

- \$1,000,000.00 ACTIVE LIABILITY insurance is required by all applicants. A certificated of insurance shall be attached to this agreement.
- \$ _____ Cleaning Deposit has been collected with this agreement.

Signature of Applicant: _____

Signature of School Personnel: _____