

**MOFFAT COUNTY SCHOOL DISTRICT RE-1  
PERSONNEL USE OF SCHOOL FACILITIES AND/OR EQUIPMENT**

Date of Application: \_\_\_\_\_

\_\_\_\_\_ requests permission to use

\_\_\_\_\_ (Specify building and/or equipment)

for \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(No. of hours) (Specify exact time)

on \_\_\_\_\_ for \_\_\_\_\_  
(Date and day of week) (Type of activity)

I. Use of School equipment and/or facilities for purpose of profit or earning money by Moffat County School District employees. STAFF DEVELOPMENT OPPORTUNITIES OFFERED THROUGH THE OFFICE OF CURRICULUM AND STAFF DEVELOPMENT WILL BE EXEMPT FROM ANY FEE.

Fee schedule:

\$100 - \$500	10%	Profit to be returned to district for the use of
\$500 - \$1,000	15%	equipment and facilities
\$1,000 - \$2,000	20%	Any material, supplies, etc. will be paid by the
over \$2,000	25%	employee.

II. Use of School equipment and/or facilities for personal use by Moffat County School District employees. Use is limited to periodic use. Excessive use will not be permitted and will be determined by the supervisor and/or superintendent of schools.

No charge.

Let it be known by signing this document that the Moffat County School District will not be liable in the result of any failure of, misuse of or accidents relating to equipment owned by the district which is borrowed, used or rented by contractors, subs or individuals.

The user will be responsible for any and all damages incurred during the possession of said equipment and/or facility.

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Signature of Applicant                      Address                      Phone No.

RECOMMENDED:                      APPROVAL \_\_\_\_\_                      DISAPPROVAL

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Signature of Director/Principal                      Date

Distribution:                      Applicant, Principal, Business Office