

West Carroll Special School District Building/Property Use Request

This lease is made between West Carroll Special School District, herein called Lessor, and _____, herein called lessee.
(Group name or responsible individual)

Lessee hereby offers to lease the _____
(List specific building, gym, room, field(s) or property. Use of football lights or concession stand must have prior approval and may result in additional cost.) SITUATED IN THE CITY OF _____, COUNTY OF CARROLL.

Lessee agrees to the following terms and conditions;

1. **Term and Rent:** Lessor demises the above premises for the following dates and times:

	DATE	STARTING TIME	ENDING TIME
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____
6)	_____	_____	_____
7)	_____	_____	_____
8)	_____	_____	_____
9)	_____	_____	_____
10)	_____	_____	_____

(Specific time and dates must be filed for each event. If more than ten dates are requested, additional forms must be completed)

2. **Use:** Lessee shall use and occupy the premises for

(Specific activity must be listed for each event)

The premises shall be used for no other purpose or for no other time other than those listed on this form. Lessee shall not use any items on the premises not listed above. Lessor represents that the premises may lawfully be used for such purpose.

3. **Care and Maintenance of Premises:** Lessee acknowledges that the premises are in good order, and repair, unless otherwise indicated herein. Lessee shall, at his own expense and at all times, maintain the premises in good and safe condition, including plate glass, electrical wiring, plumbing and heating installations and any other systems or equipment upon the premises, and shall surrender the same at termination hereof, in as good condition as received, normal wear and tear excepted. The following person(s) shall be responsible for any necessary repairs and clean-up after the scheduled event. _____
4. **Alterations:** Lessee shall not make any alterations, additions, or improvements, in , to or about the premises. This shall include portable buildings, signs, or concession stands.

5. **Ordinances and Statutes:** Lessee shall comply with all statutes, ordinances and requirements of all municipal, state, and federal authorities now in force, or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the use thereof by lessee.
6. **Assignment and Subletting:** Lessee shall not assign this lease or sublet any portion of the premises without prior written consent of the lessor, which shall not be unreasonably withheld. Any such assignment or subletting without consent shall be void and, at the option of the lessor, may terminate this lease.
7. **Indemnification for Lessor:** Lessor shall not be liable for any damage or injury to lessee, or any other person, or to any property, occurring on the demised premises or any part thereof, and lessee agrees to hold lessor harmless from any claim for damages, no matter how caused. Certain events may require additional liability coverage that must be on file before lease is granted.
8. **Option to Renew:** Provided that lessee is not in default in the performance of this lease, lessee shall have the option to renew the lease for an additional term of events. All of the terms and conditions of the lease shall apply during the lease. The option shall be exercised by written notice given to lessor. If notice is not given in the manner provided herein within the time specified, this option shall expire.
9. **Entire Agreement:** The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by both parties. The following exhibits, if any, have been made a part of this lease before the parties execution hereof:
10. **When the school kitchen is being used, a member or members of cafeteria staff must be present to supervise the use of the equipment. Cafeteria staff must be paid for the time worked.**

Signed this _____ Day of _____, 20_____.

BY _____
Lessor

BY _____
Lessee

Agreement must be on file at the district office and on file at the building location prior to the scheduled event.