

Customer # _____
Invoice # _____

Today's Date _____
Put on Calendar _____
Contract Sent _____

Wooster City Schools - Facility Rental Worksheet

***Please fill out completely. Send copy to Gault Recreation Center at Wooster High School.**

CLASSIFICATION (circle one): LOCAL NONPROFIT LOCAL NON-LOCAL or FOR PROFIT
Tax ID # _____

Organization: _____ Contact Name: _____

Address: _____ Phone: _____ Home

E-Mail Address: _____ Cell

*Billing Information

EVENT: _____ DATE(s): _____

(Basketball, Volleyball, Soccer, etc.)

FACILITY	Start Time	End Time	Total Hours	Hourly Rate	TOTAL
1) _____			____ x	\$ _____	= \$ _____
2) _____			____ x	\$ _____	= \$ _____
3) _____			____ x	\$ _____	= \$ _____
4) _____			____ x	\$ _____	= \$ _____
5) _____			____ x	\$ _____	= \$ _____
6) _____			____ x	\$ _____	= \$ _____

Additional Fees

TECHNOLOGY: _____ hrs x \$10 per hr = \$ _____

CUSTODIAL FEE: _____ hrs x \$25 per hr = \$ _____

EQUIPMENT: _____ # of items x \$5 per item = \$ _____

COMMENTS (set-up needs, # of people expected, etc): _____

TOTAL RENTAL COST = \$ _____