



**Clarksville-Montgomery County School System  
Facilities Use Invoice Request – Rental**

<b>School/Facility:</b>			
<b>Outside Organization Name:</b>			
<b>Street Address:</b>			
<b>City/State/Zip Code:</b>			
<b>Organization Contact Name:</b>			
<b>Phone Number:</b>		<b>Email:</b>	

Please enter each 'Date of Use' *separately* and check the box for the time used on that particular day. List the custodian's name and hours worked *only* for the one custodian that is included in the rental fee. **A copy of the approved Application for Use of School Facilities & Agreement (BUS-F001) MUST be attached to this document.**

Date(s) of Use	2 hour minimum (\$200)	Half Day (\$460) <i>(over 2 hrs, up to 5 hrs.)</i>	Full Day (\$920) <i>(over 5 hrs, up to 10 hrs)</i>	Custodian Name <i>(list only the custodian that is included in the rental fee)</i>	Hrs. Worked
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>TOTAL</b>	\$	\$	\$		
<b>RENTAL FEE ALREADY PAID BY PREPAY CUSTOMER</b>		\$	<b>MUNIS INVOICE NUMBER</b>		

Rental fee includes payment of one custodian at no additional cost. Please list below any **ADDITIONAL** custodians or cafeteria workers. Outside organization will be invoiced @ \$30/hour or \$40/hour on holidays and/or Sundays.

Custodian or Cafeteria Worker Name <i>(additional workers not included in rental fee)</i>	Date Worked	Hours Worked	Regular Pay @ \$30	Holiday/Sunday Pay @ \$40
			\$	\$
			\$	\$
			\$	\$
			\$	\$

**Signature of Principal or Designee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>FOR PAYROLL/ACCOUNTING USE ONLY</b>		
<b>GSA002 44120</b>	<b>Lease/Rentals</b> <i>(Rental fee which includes one custodian)</i>	\$
<b>GSA002 43990</b>	<b>Other charges for services</b> <i>(GP Labor costs)</i>	\$
<b>NVA0002 43990</b>	<b>Other Charges for services</b> <i>(CN Labor Costs)</i>	\$
<b>TOTAL CHARGES TO BE BILLED</b>		\$