

SECURITY DEPOSIT

A security deposit of \$100 is required to be paid BEFORE the use of any Kane School District facility can be granted. Deposit to be made to individual school.

Facility: _____ Date of event: ____/____/____

This deposit is fully refundable when the following conditions of the agreement have been met in a timely manner.

CHECKLIST

- All props/decorations PROMPTLY removed from property.
- All equipment, furniture, etc, returned to their original location.
- Floors swept
- Tables cleaned
- Garbage picked up and taken out
- Lights turned off
- Doors locked
- Keys returned

I understand and agree to the terms of this Security Deposit agreement.

Signed: _____

Security Deposit of \$100 paid on: ____/____/____ Collected by: _____

FOR REFUND OF SECURITY DEPOSIT:

Terms of agreement have been met, Security Deposit will be refunded.

Principal: _____ Date: ____/____/____

Security Deposit was refunded on: ____/____/____ By: _____

Deposit Refund Received by: _____

SEND THIS PORTION WITH PERSON PAYING SECURITY DEPOSIT

Facility: _____

Security Deposit of \$100 paid on: ____/____/____ Collected by: _____ (initial)

The following checklist must be completed in a timely manner for security deposit to be refunded:

- All props/decorations PROMPTLY removed from property.
- All equipment, furniture, etc, returned to their original location.
- Floors swept
- Tables cleaned
- Garbage picked up and taken out
- Lights turned off
- Doors locked
- Keys returned