

This schedule has been discontinued. Please use GRS-1731: Contract and lease records.

Rental and facility supervision report (GRS-1547) (DISCONTINUED)

Utah General Retention Schedule

Description

This monthly report is submitted to the district's business administrator on all school building rentals. It is used for accounting purposes. It includes the school name, month and year, name of agency using facility, date used, facility used, total hours used, fees collected, other monies collected, name of persons assigned by principal, total time spent by supervisor, and principal's signature. A school property form completed by persons/organizations requesting use of school buildings may be attached to the report. The form is used to obtain approval for school rentals. If approval is granted the contract is signed between the parties.

Retention and Disposition

Retain for 1 year, and then destroy records.

Categories

Facility Management

Effective

06/1999 – 04/2018

Previous Schedule Number

SD-19-39