

Monthly building rental and supervision report (GRS-2143)

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 and the following forms are submitted: building rental and supervision report and the application and agreement for use of school property. The building rental and supervision report 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. The application and agreement for use of school property form is a three-part form completed by persons/organizations requesting use of school buildings. It is used to obtain approval for school rentals. If approval is granted the contract is signed between parties. The first copy (white) is retained by the applicant, the second (yellow) is kept by the school, and the third copy (pink) is sent to the school district at the end of the month as part of the building rental and supervision report. A school check is made payable to the Box Elder School District and is also submitted to pay for rentals received during the month.

Retention and Disposition

Retain for 3 years, and then destroy records.

Categories

School District
Elementary School

Effective

06/1994

Previous Schedule Number

SD-1(94)-22