**CONTRACT BETWEEN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SCHOOL AND \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PTA/PTSA**

I, [Principal Name], as an authorized representative of [SCHOOL NAME] School do hereby agree to allow [PTA/PTSA NAME] PTA/PTSA to house the following items for the following year at [SCHOOL NAME] School.

* LOCKING MAILBOX MOUNTED IN MAIN OFFICE
* CONTENTS OF THE MAILBOX IN THE WORKROOM
* CONTENTS OF THE PTSA OFFICE
* POPCORN MACHINES
* RECORDS KEPT IN THE STORAGE AREA OF THE SCHOOL

I, [PRINCIPAL NAME], further acknowledge that all items listed above are the property of [PTA/PTSA NAME] PTA/PTSA. I and no member of the staff at [SCHOOL NAME] School shall remove or use any items listed above without the express written permission of two PTSA officers and/or written modification of this agreement. Verbal agreements between any staff and PTA/PTSA members are not sufficient to modify this agreement.

Further, I, [Principal Name], give permission for the [PTA/PTSA NAME] to use the PTSA office located at [SCHOOL NAME] School for PTSA business for the 2023-24 School Year. If this PTSA office must be used for school business during the 2023-24 School Year, 30- day written notice will be provided to the PTA/PTSA President/Board to relocate any property contained in said space and all attempts will be made to find alternate space at [SCHOOL NAME] School for the [PTA/PTSA NAME] PTSA.

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[Principal Name], SCHOOL PRINCIPAL Date

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**[PTA/PTSA Officer Name, Title]** **[PTA/PTSA Officer Name, Title]**