

Community Consolidated School District 15

Application for Use of School Facilities



Applicant Name: _____

Organization Name: _____

Applicant Address: _____

Organization contact/billing address same as applicant

Organization Contact: _____

Applicant Phone: _____

Organization Phone: _____

Building Requested: _____

Billing Address: _____

Room(s) Requested: _____

Date(s) Requested: _____

Day(s) Approved For:

MON	TUES	WED	TH	FRI
SAT	SUN			

Weekend Event: _____

Exclusion Dates: _____

Time of Event: _____ Estimated # in Attendance: _____

Description of Event: _____

Applicant Signature: _____ Date: _____

Event Supervisor: _____

Approved - Building Principal

Date

Approved - Director of Business Services

Date

Applicant has read and agrees to enforce and be bound by the rules and regulations attached to this application, and to pay rental charges according to the rate schedule set forth herein. The applicant agrees to make any necessary provisions to accommodate the special needs of individual members of the group using the facility. The applicant also agrees to furnish CCSD 15 with a certificate of insurance or a hold harmless agreement before the event can take place. Future school needs will have priority for facility use and may require change in applicant's schedule.

Applicant is to provide all requested information on building use application and submit to school for approval. Following building approval, building will forward form to Business Office/ESC for final approval. Business office will mail an approved final copy to the applicant. The applicant and the school should both keep a copy of the application prior to forwarding to Tari Farina in the Business Office.

Schedule of Charges

(Applicable charges marked with check mark)

Large Gymnasium	_____	\$25/hr
Small Gym/MPR/Cafeteria	_____	\$20/hr
Classroom/Teacher's Lounge	_____	\$15/hr
Theater (Sundling Jr. High)	_____	\$30/hr
Custodial Services Charge*	_____	\$50/hr

* Additionally, a 3-hr minimum custodial charge will apply on weekends, holidays or days when custodian not normally present.