

# 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.