

COMMUNITY USE OF SCHOOL FACILITIES
APPLICATION FORM

The undersigned applicant makes application for the use of the District facility designated below. The applicant is responsible for enforcing Policy 700:20, its accompanying regulations, and the stipulations set forth in the CCSD 89 Facilities User Agreement, and for providing restitution for any damages that result from the use.

Date: _____

User Information

Organization or User: _____

Address: _____

Lead Officer or the Organization: _____

Event Supervisor: _____

Address: _____

Daytime Phone: _____ Cell Phone: _____

Other Supervisors: _____ Phone: _____

_____ Phone: _____

Facility Request and Purpose

School: _____ Area Requested: _____

Nature and Purpose of Use: _____

Date Requested: First Choice _____ Second Choice _____

Hours Needed: From _____ To _____

Admission Charge _____ Attendance Estimate _____

Directions for Set-Up and Equipment Needed

Set-Up (Describe set-up including number of chairs, tables, etc.): _____

Special Equipment Needed: _____

Certificate of Liability and Indemnity Insurance Received: _____ By: _____

Expiration: _____

5/09

If you will be using tape on the gym floor please use only Duct Tape or Masking Tape. All others leave a residue requiring solvents to remove and extra cleaning. Also, please be respectful of equipment room and leave it in the condition you found it.

FLOOR PLAN

Location in building: _____

Tables (Quantity / Size / Shape): _____

Draw your completed floor plan below: