

**Application for Use and Contract**

<b>FACILITY USAGE APPLICATION</b>
_____ - _____

Part I to be Completed by Applicant (Please Type or Print, Attach Extra Sheets if Necessary.)

<b>I.</b>	<i>Name of Organization/Applicant:</i>	<i>Name of Contact Person:</i>	<i>Telephone Number:</i>
	<i>Street Address:</i>	<i>Fax Number:</i>	<i>Email Address:</i>
	<i>City / State / Zip:</i>	<i>Name of Liability Insurance Company:</i>	<i>Insurance Policy Limits:</i>
<i>Type of Organization (if Applicant is an Organization):</i> <input type="checkbox"/> School <input type="checkbox"/> Board approved School-Related Group (PTA, Booster Club, etc.) <input type="checkbox"/> Government <input type="checkbox"/> Civic <input type="checkbox"/> Charitable <input type="checkbox"/> Non-Profit <input type="checkbox"/> Religious <input type="checkbox"/> Other:			
<i>Names &amp; Telephone Nos. of Individual Primarily Responsible for Facility &amp; Conduct of Persons Using Facility:</i>			
	<i>Primary Person:</i>	<i>Phone #:</i>	<i>Emergency Phone #:</i>
	<i>Street Address:</i>		
<i>Anticipated # of Participants:</i>			
<i>Description of Proposed Activities, Including Detailed Description of Any Tents, Stages, or Other Structures to be Erected (Attach Extra Sheets if Necessary):</i>			
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<b>Is this a school-related fundraiser?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, explain:			
<b>Will admission be charged?</b> Will donations be solicited or accepted? Will concessions or other items be sold?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No			
If the answer to any of the above is "Yes," will the net proceeds from such admission charges, donations, etc., be used exclusively for civic, charitable, government, non-profit, or religious purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No			
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<b>If a non-District labor force will be used for any purpose, will it include anyone convicted of a crime or flagged in a registry?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Facility or Area within Facility Being Requested:</b>			
<input type="checkbox"/> Athletic field <input type="checkbox"/> Kitchen <input type="checkbox"/> Library <input type="checkbox"/> Cafeteria			
<input type="checkbox"/> Gymnasium (Small) <input type="checkbox"/> Gymnasium (Large) <input type="checkbox"/> Outdoor sport court <input type="checkbox"/> Auditorium			
<input type="checkbox"/> Classroom(s) <input type="checkbox"/> Other:			
<b>To be completed by District:</b>			
<input type="checkbox"/> Custodial: _____ (#) <input type="checkbox"/> Law Enforcement: _____ (#) <input type="checkbox"/> Tech. Support: _____ (#)			
<input type="checkbox"/> Food Service: _____ (#) <input type="checkbox"/> Other: _____ (#)			
<i>Equipment Requested (Audio / Video / Lighting / Athletic Equipment / etc.):</i>			
	<i>Date(s) Facility to be Used:</i>	<i>Time(s) Facility to be Used (Include Adequate Time for Setup &amp; Cleanup):</i>	<i>No. of Hours to be Used:</i>

**-ORGANIZATIONS-**

**Application for Use and Contract**

**Applicant Signature:** \_\_\_\_\_

**Applicant - Send Application to Superintendent/Designee for Approval**

By: \_\_\_\_\_  
*Signature of Authorized Representative*

\_\_\_\_\_  
*Date*  
Review/Revised:7/17/2025