

**Community Consolidated School District 15  
Application for Use of School Facilities**



Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant Phone: \_\_\_\_\_

Building Requested: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_  
\_\_\_\_\_

Exclusion Dates: \_\_\_\_\_  
\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Contact: \_\_\_\_\_

Organization Phone: \_\_\_\_\_

Billing Contact: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Day(s) Approved For:

MON	TUES	WED	TH	FRI
SAT	SUN			

Weekend Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_  
\_\_\_\_\_

Event Supervisor: \_\_\_\_\_

Estimated # in Attendance: \_\_\_\_\_

*Approved - Building Principal*

*Date*

*Approved - Assistant Director-Facilities & Operations*

*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. **All certificates of insurance must list CCSD 15 as the certificate holder and additional insured with respect to liability.** Future school needs will have priority for facility use and may require changes 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 Facilities & Operations Department for final approval. Facilities & Operations will mail or email an approved final copy to the applicant. The applicant and the school should both keep a

**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.