

**Code No. 905.1E1 COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT  
APPLICATION FORM**

The undersigned entity makes application for the use of the school district facility or equipment as designated below. The entity will provide police protection at its own expense, if necessary, to maintain order and to properly protect the building or site. Police protection is required when admission is charged.

Please refer to **Policy 905.1** to determine the proper use of school facilities and equipment. The entity is responsible for complying with the law, board policy and the administrative regulations.

The entity must provide an Indemnity and Liability Insurance Agreement, **Code No. 905.1E2**, prior to the use of school district buildings or sites.

**COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT APPLICATION  
FORM**

The board of education requires that a request to use school facilities be filed with the Superintendent of Schools, and any fees be paid in advance. It is the responsibility of the requesting group/person to inquire as to regulations pertaining to the area being used.

Central Community School District can discontinue this agreement at any time for any reason

Date of request \_\_\_\_\_

Organization \_\_\_\_\_

Area requested \_\_\_\_\_

Title of event \_\_\_\_\_

Date of event \_\_\_\_\_ Time of event \_\_\_\_\_

Room set-up/equipment needed \_\_\_\_\_  
\_\_\_\_\_

Admission or fees being charged \_\_\_\_\_

Proof of insurance attached (see below for requirements) \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Responsible for Group

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NOTE: If kitchen facilities are requested, a cook must be on duty. The organization will pay the cost to the school. If hours requested are hours other than time a custodian is on duty for the school, custodial services will be assessed. Groups using the facilities and charging admission or serving food prepared on school premises will be required to submit a certificate of insurance indicating adequate liability coverage for activities.

**For Office Use Only**

Auditorium \$40 per day \_\_\_\_\_  
Athletic Complex \$40 per day \_\_\_\_\_  
Big Gymnasium \$40 per day \_\_\_\_\_  
Small Gymnasium \$40 per day \_\_\_\_\_  
Commons/Kitchen \$40 per **day** \_\_\_\_\_  
Classroom \$40 per day \_\_\_\_\_

Food Service Employee \_\_\_\_\_ hours @ \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

Custodial Services \_\_\_\_\_ hours @ \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

\_\_\_\_\_  
Superintendent Approval \_\_\_\_\_ Date

\_\_\_\_\_  
Accounts Receivable \_\_\_\_\_ Custodial Staff \_\_\_\_\_ Media Center \_\_\_\_\_ Kitchen  
\_\_\_\_\_  
Group Requesting