

EDWARDS-KNOX CENTRAL SCHOOL
Application for Use of School Facility

INSTRUCTIONS: Please complete this application and return a copy to the District Office as soon as possible. Organizations should be aware of Board Policy in regards to use (see attached). All programs shall be planned so they do not interfere with the regular school schedule.

1. Nature of event(s) _____
2. Date of event(s) _____ Starting time of event _____
Closing time of event _____
3. Names of persons responsible for event _____
4. Will admission be charged? _____ If so, what amount? _____
5. What rooms or areas are requested for use? _____ (Activity shall be restricted to that area for which permission is granted. If pool is requested, please indicate name of lifeguard who has agreed to be responsible: _____.)
6. Indicate door of entrance to be used: Main Lobby _____ Gym Lobby _____
7. What special equipment or service is requested? _____ (The organization using the building shall be responsible for moving its equipment into and out of the building.)
8. Will your organization clean up after event? _____
9. Do you have the appropriate liability insurance for the event? (Certificate of Insurance must be attached.)
_____.
10. Date of this application: _____
11. Sponsoring organization: _____
12. Individual completing application: _____ Telephone # _____

Approval Date: _____ Building Administrator: _____

Permission for Use of School Facility

Name of Organization _____ Date of Event _____

Title of Event _____ Charge for use _____

Date of Approval _____ Individual responsible _____

Comments or conditions _____

Building Administrator Date _____

xc: Superintendent of Buildings & Grounds, Elementary & H.S. Principal, Rooms to be Used