

Facilities Usage Request Form
for Non-School Sponsored Organizations
St. Libory Consolidated School District #30

Name of group, organization, etc.

Requests permission to use _____ for
(specify site, room)

Single use/Multi-Use, (circle one.)

Beginning _____ until _____,
(date) (date)

From _____ until _____.
(time) (time)

St. Libory CSD 30 will be charging the following fees for "non-school" groups who use the facilities. The renting party must provide proof of insurance at the time of requesting usage, and have at least one (1) adult chaperone for every ten (10) children. The renting party shall be liable for any expenses or damages incurred, and is responsible for cleaning the facility after use. The renting party will be charged \$20/hr for any additional cleaning that needs to be done. Requested facilities may only be rented for a maximum of 3hr/day.

\$20/hr _____ Gymnasium

\$10/hr _____ Cafeteria (no kitchen access permitted)

\$ _____ Total Estimated Cost

Any group using St. Libory District 30 facilities must be out of the building by 9 pm on weeknights, unless prior arrangements have been approved. Once a rental request has been approved by school administration, fees must be turned in at least two (2) days before the scheduled event. Any additional charges must be paid within seven (7) days of the scheduled event. At the discretion of school administration, fees can be waived for "non-profit" community organizations.

Signature _____ Date _____

Phone _____ Address _____

Approved _____
Denied _____

School Administrator _____ Date _____