**Community High School District 99**

Application for Use of School Facility

1. **Type of Group** (please check one):

**Category A**: Groups sponsored by District 99, established for the sole benefit of or initiated by District 99.

**Category B**: Not-for-Profit Community Groups, Governmental Entity/Educational Institutions located within District 99 boundaries. **(Proof of Not-for-Profit status is required e.g. IRS letter of determination)**

**Category C:** For Profit/Private Entities and Individuals, Not-for-Profit Groups whose membership resides primarily outside District 99 boundaries.

1. **Name of Group:** Click here to enter text.
2. **Purpose of rental:** Click here to enter text.
3. **Group Contact:** Name: Click here to enter text.

**P**hone: Click here to enter text. Email: Click here to enter text.

1. **School preference:** Choose an item.
2. **Facility Requested**: Choose an item.
3. **Additional Facilities requested:** Click here to enter text.
4. **Date(s): (If this is a recurring event, please attach a list of dates)** Click here to enter a date.
5. **Time (this will be the time that your organization will need to be in the building to set up, run event and exit all participants):** Click here to enter text.
6. **Anticipated Attendance:** Click here to enter text. 11. **Age Group**: Click here to enter text.

12. **No. of Adult Supervisors provided by above Group:** Click here to enter text.

13. **Will your event require Audio/Visual Tech:** Click here to enter text.

14. **Please provide a description of your event (attach additional sheet if necessary):**

Click here to enter text.

**15. Additional equipment requested:**

Click here to enter text.

**Additional Information regarding facility rentals:**

All rental groups must provide the name of the adult supervisors who will be working with the District 99 Building Supervisor during the rental contract period. In addition to the District 99 supervisor, renter must coordinate the presence of one adult supervisor per 30 patrons/participants.

For large events, it may be necessary to arrange for a parking lot attendant. This decision will be at the discretion of the district. If the decision is made that a parking attendant will be necessary, it will be the applicants responsibility to pay for the attendant.

Please note that no food or beverage of any kind other than **bottled water** is allowed without express written consent of the District. No smoking or possession of alcoholic beverages is allowed on district property at any time.