Application for Use of School Facilities

Please complete the application form with dates and times desired. *Be sure to answer every question.*
Sign and return the application at least twenty days prior to the first date of requested use to:
Community Education, 8400 E. Point Douglas Rd. S., Cottage Grove, MN 55016, or by Fax: 651-458-6620.
This application does not guarantee your reservation. When confirmed, a building use rental agreement will be sent to you.

Building requested:_____

Date of rental:_____

Times requested:_____
Include set up and take down time

Rooms requested:_____

_____

Equipment requested:_____

_____

_____

Purpose of activity:_____

Estimated number attending by age group:

0-5_____, 6-18_____, 18-54_____, 55+_____

Admission or donations will be collected on site: yes no
circle one

Applicant name:_____

Sponsoring organization:_____

Street Address:_____

City:_____ State:_____ Zip:_____

Applicant daytime phone:_(_____)_____

Applicant evening phone:_(_____)_____

Fax number:_(_____)_____

Email address:_____

Tax exempt number:_____

Percentage of District residents:

☐ All ☐ 75% ☐ less than 75%

Supervision/instruction is: ☐ Volunteer ☐ Paid

User contract:

I, the undersigned, hereby acknowledge and agree, either personally as the above-named applicant or as agent on behalf of the above-named organization, as follows:

- Participants shall not be allowed in the facility until a designated supervisor of this activity has arrived. The supervisor shall be an adult responsible for security of the activity.
- If this facility is used for a longer period of time than indicated, Community Education will be notified so that the billing may reflect the difference. Failure to notify Community Education of cancellation or change of a permit at least 2 weeks in advance will result in liability for costs incurred, including scheduled staff.
- All rules and regulations of the School Board must be adhered to.
- Community Education/ISD 833 is not liable or responsible for any accidents or injuries which may occur in the use of the facility. Responsibility for the actions of all participants in the activities and the security of the facility are assumed by the applicant/agent. Liability insurance, or such other insurance as appropriate and/or required by District 833 shall be provided by applicant/agent.
- A damage deposit may be required 10 days in advance.
- Rental fee is due upon receipt of approved rental agreement.
- Additional charges incurred will be billed after event.
- There is a $10 change/cancellations fee assessed on all changes.
- Organizations renting 15 or more hours may be billed entirely upon completion of event at the discretion of Community Education.

_____ _____
Name of Applicant/Authorized Agent Title

_____ _____
Signature of Applicant/Authorized Agent Date

Office phone number: 651-458-6611

Approval and estimated charges

Manager:_____

Athletic Director/Principal:_____

Facility charge:_____ Staff charge:_____

Misc. charge:_____Total charge:_____

Class: ☐ 3a ☐ 3b ☐ 3c ☐ 4