

Cornell School District - Facilities Use Form

PLEASE PRINT

1. Organization/Individual Responsible: _____
2. Address & Telephone Number: _____
3. Building Space/Room Requested: _____
4. Equipment Requested: _____
5. Purpose of the Activity: _____
6. How many participants do you anticipate? : _____
7. Does your group charge a fee to participants? NO ____ YES ____ AMOUNT _____
8. List Dates Requested: _____
9. Entry & Exit Dates & Times: _____
10. Actual Event Times (Will be listed on website): _____

Certificates of insurance must be submitted by all non-school organizations. (Board Policy 9.05)

Organizations/individuals utilizing the facilities are responsible for concussion education and management.

Organizations using the school facilities for profit or for their own personal use shall be charged a fee of \$75 per day per building or per ground of which \$25 per day is nonrefundable. The remaining amount to be returned shall be determined by the amount of work to be done by school employees to get the facilities back to their original state.

Any organization using the facility (building or grounds) and is in need of custodial or kitchen help shall pay the rate of time and one half of the salary of that employee unless a school employee will donate their services to the organization. If the school employee does not donate their services, the school district will pay the employee and bill the organization.

I have received and read the School District of Cornell's "USE OF FACILITY" policy and agree to abide by its regulations. **Keys needed must be picked up before the event during office hours.**

Signature

Date

Please return to the Principal of the building being requested.

Approved ____ Modified Approval ____ Not Approved ____ Fee Charged: _____

Key(s) Issued _____ Key(s) Returned _____

Principal's Signature

Date