

Application for Use of School Facilities

Submit to: Centennial Community Education
4707 North Road, Circle Pines, MN 55014
763-792-6104 FAX 763-792-6113

Complete and return at least two weeks in advance. Application does not guarantee a reservation. When confirmed, a building use permit and invoice will be sent.

Purpose/Activity: _____

Applicant name: _____

Building Requested: _____
(Use separate form for each school)

Sponsoring organization: _____

Rooms: _____

Street Address: _____

Day (circle): Sun M T W Th F Sat

City: _____ State: _____ Zip: _____

Date(s) _____ Date(s) _____

Applicant phone: _____

Arrival: ____AM ____PM ____AM ____PM

Email address: _____

Begins: ____AM ____PM ____AM ____PM

Tax exempt number (if applicable): _____

Ends: ____AM ____PM ____AM ____PM

Percentage of District residents:

Depart: ____AM ____PM ____AM ____PM

All 75% less than 75%

Food: No Yes (Must comply with Anoka County Food Code.)

Note: Fees for facility use are calculated from arrival to departure of facility. Usage must be over and facility vacated by scheduled departure time, and left in good condition or user may be charged additional fee.

Number attending by age:

0-5 yrs. _____	6-17 yrs. _____
18-54 yrs. _____	55+ yrs. _____

Equipment or set-up needs: _____

(Fees may apply. All groups required to do their own set-up and clean-up.)

- *Please read requests carefully. If a date is missing in sequence, it is an unavailable date. Only dates listed on request are confirmed dates.
- *Confirmation and invoice will be sent to contact person after processing.
- *Cancellation, additions or changes must be communicated through Centennial Community Education. A minimum of two days' notice is required. Full charges may be assessed to any group if notice of cancellation is not received before this time.
- *Payment for facility use must be made in advance. Use of facility can be denied if payment is not received.
- *Minimum usage: A two (2) hour minimum reservation may be required, especially on weekends.
- *The requester can request snowplowing/salt; however, the District may also deem snowplowing/salt necessary due to safety concerns. In either case an additional fee will be assessed.
- *All Centennial facilities and grounds are tobacco, alcohol, drug, and pet free.
- *When Centennial Schools are closed due to inclement weather, power outages or other building emergencies, all facility reservation contracts are cancelled.
- *All groups are required to provide adult supervision (18 or older) for all activities. This supervisor must be in the building with the group at all times. School personnel (site supervisor/custodian) will supervise the facility, but are not required to supervise the group or its activities.
- *School district facilities will open ONLY when the adult activity supervisor of the requested group is present on site.
- *Groups must provide their own equipment for gym use. Physical education equipment is not available.
- *Gyms-Seasonal activities will be given priority in their season. Fill out a separate form for each season: fall (Sept.-Dec.), winter (Jan-March), spring (April-May), summer (June-August)
- *Soccer balls, baseballs and softballs are not permitted. Softee or "Nerf"-type balls are allowed. No food or beverages allowed in the gym except bottled water.

I agree to supervise carefully the activity and the facility and to be responsible financially to the district for any damage that might occur to the facility or property, due to such use, and adhere to district rules and regulations. I further agree to relieve the district from all liability and/or responsibility for injury, damage or loss to any person participating in or attending the function, and to indemnify and hold harmless the district from such consequences.

Signature: _____

Date: _____

OFFICE USE ONLY

Approved _____ Denied _____

Site Supervisor: _____

Billable: _____ Request #: _____

Class: A1 A2 A3 B C1 C2 C3