



## Facility Request Form/Permit

Form must be submitted at  
least ten business days prior to  
date of event

**District Use**

Rental Approved:

Rental Denied:

Reason: \_\_\_\_\_

Liability Insurance:

Approval Signature: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Event Title: \_\_\_\_\_ (Ex: Scout Meeting, Banquet, Tournament)

Describe your activity: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Cell): \_\_\_\_\_ Phone (Other): \_\_\_\_\_

Person supervising event if different from contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

**Organization Status (See Facility Brochure to determine your status)**

District Youth \_\_\_\_\_ District Adult \_\_\_\_\_ Non-Resident (Youth or Adult) \_\_\_\_\_ Commercial \_\_\_\_\_

To qualify for district resident rates, you must have 70% of the participants from the Columbia Heights District.  
Rosters with names & addresses of participants may be required to verify 70% of resident status for priority scheduling.

**Expected Attendance:** # of youth: \_\_\_\_\_ # of adults: \_\_\_\_\_

Date	Day	School Requested	Facility Space Requested (Ex: Gym, Fields, etc.)	Event Time	Enter Facility Time	Leave Facility Time

**Will you be serving food?** Yes: \_\_\_\_\_ No: \_\_\_\_\_ **If yes, please describe:** \_\_\_\_\_  
\*If "yes" additional permit may be required

**Equipment needed from the School District:** Audio/Video/other Technology: \_\_\_\_\_

# of Tables: \_\_\_\_\_ # of Chairs: \_\_\_\_\_ Other: \_\_\_\_\_

**CANCELLATIONS: You must notify the Buildings Operations office 48 hours prior to event. No Show fee \$30.**

**LIABILITY:** The responsibility and liability for injury to persons or damage to property must be assumed by the organization and/or the individual responsible for making the application. Outside organizations using the School District facilities are required to furnish a Certificate of Insurance confirming liability coverage in the minimum amount of \$1,000,000 per person and \$2,000,000 per occurrence. We also require that Independent School District No. 13 be named as the certificate holder. **If insurance certificate is not provided by renter at least 5 working days before event the permit will be revoked.** The School District's liability insurance does not provide protection to organizations using its facilities.

I hereby certify that I am an agent of the above named organization and have been authorized to accept in their name the responsibility for observance of the rules and regulations as stated in Policy 902 Use of School Facilities and Equipment of the Board of Education as a condition of the issuance of this permit. I understand that the permit for the use of school facilities may be cancelled if any of the rules are violated.

**I have read and understand the Policy 902 Use of School Facilities and Equipment**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_