

BUILDING USAGE REQUEST FORM

Revised 6/12/2023

Please Print

Part I, II and III are to be completed. A copy of the certificate of liability insurance must be attached to the building usage form.

Part I (USAGE REQUEST)

*All Information **MUST** be provided to assure correct completion of a contract, etc.

BUILDING REQUESTED :

CV High School CV Auxiliary CV Middle School Todd Lane Center Grange

REQUEST BY:

NAME OF ORGANIZATION

CONTACT PERSON and PHONE NUMBER

ADDRESS (city, state and zip code)

DATE(S) OF THIS USAGE:

Beginning Date _____

(include day of week)

Ending Date _____

(include day of week)

TIMES OF THIS USAGE:

Arrival Time _____ Departure Time _____

EXACT AREA(S) TO BE USED

PURPOSE OF THIS USAGE

GENERAL INFORMATION: Approximate number of people expected to attend: _____

Is a custodian needed? Yes No If "yes", list specific date(s) and time(s) needed.

Is any special equipment, area, or assistance needed related to this usage?

Yes No If "yes", _____

Is there admission being charged during this usage? Yes No

PART II (APPROVALS)

BUILDING PRINCIPAL _____ Date _____

PART III CHARGES

Group Classification _____ Rental Charge _____ Custodial Charge _____ Other _____

Individual and community groups are solely responsible to provide for the accessibility needs of its intended participants other than access to the District facility. As the use is NOT sponsored by the school district, the school district has NO responsibility to provide accommodation or assistance, including no responsibility to provide nursing services to the event attendees.