

**Application for Use of Edwards-Knox School Facility**

**INSTRUCTIONS:** Please complete this application and return a copy to the District Office as soon as possible. Organizations should be aware of Board Policy in regards to facility fee for building use. Rates are described on the back of this form. All events approved will be scheduled so as not to interfere with the regular school activities. Fees must be paid prior to building use, please make checks payable to: Edwards-Knox Central School on the memo line put Facility Fee.

1. Group/individual requesting use of the building: \_\_\_\_\_

2. Area(s) requested/event: \_\_\_\_\_

3. Rate: (Check one) \_\_\_\_\_ Adult Organization/Out district Group \_\_\_\_\_ E-KCS Sponsored

4. If you are a Not for Profit group please provide IRS Tax Exempt #: \_\_\_\_\_

5. Date of Event: \_\_\_\_\_ Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

6. Are you charging a fee: Yes \_\_\_\_\_ or No \_\_\_\_\_ Amount charged: \_\_\_\_\_

7. What special equipment or service is requested?: \_\_\_\_\_

\_\_\_\_\_  
(Example: 5 tables, 20 chairs, microphone)

8. Will your organization clean up after event? Yes \_\_\_\_\_ or No \_\_\_\_\_ (if you do not clean up, an additional charge will be added to your building use fee)

9. Does your group have the appropriate liability insurance: Yes \_\_\_\_\_ or No \_\_\_\_\_  
(Please attach a copy of the certificate of insurance)

10. Individual completing application: \_\_\_\_\_ Contact#: \_\_\_\_\_

As the person requesting the use of the Edwards-Knox School building I agree to be the responsible party for any damages or problems arising from the use of the building. I understand that if the area used is not left clean, an additional fee could be charged.

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

Administrative Section

Areas approved: \_\_\_\_\_

Equipment Requested: \_\_\_\_\_

Area Cost: \_\_\_\_\_ Additional Fee: \_\_\_\_\_

Total Cost: \_\_\_\_\_ Administrator sign/date: \_\_\_\_\_