REQUEST FOR FACILITY USE

Dear applicant:
Thank-you for considering using our facilities for your function. Our facilities are available for rent to individuals who are at least 18 years of age. Please complete the following form in order to have your request processed efficiently. We appreciate any effort to not bring nut products into the school to be sensitive to any students who are allergic to nuts. Thank-you.

Purpose of the event:

Facilities required:

□ dishes/utensils	□ gym	□ kitchen	□ playground
□ staffroom	□ sports fields	□ washrooms	

Special arrangements or equipment needed **(e.g. sound system)**:

Details:

Date(s) required	Specific time(s)	Number of Participants

Sponsoring Organization:

Address:

street City Postal Code

Contact Person:

Name Phone Number

Will you need Knox Catering? Knox Catering is the only paid food service permitted to use the premises.

□ yes □ no

I declare that I/we will abide by the Board policy as attached. I declare that I am at least 18 years of age and will be held responsible to ensure that all expectations are observed. I must provide Knox with a certificate of at least $1,000,000 liability insurance. I agree to the charge found below. **Attached you will find a $50.00 damage deposit that will be refunded should no damage occur.**

signature Date

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For Office Use Only
As per fee schedule, this rental party will be charged _____to use the requested facilities.

☐	Deposit received	❑	Insurance Certificate received
☐	Copy given to principal	❑	Copy given to custodians
☐	Approved by principal	❑	Janitor Fee Form returned
☐	Board approval (if required)	❑	Janitor Fee Form given to Bus Administrator