

# ISD 16 Facilities

# Reservation

# Form

Community Education

1415 81st Ave. NE

Spring Lake Park, MN 55432

763-786-1338 FAX 763- 795-5914

Today's Date:

All District 16 facilities and grounds are tobacco-free.

Please fill in all items or reservation will be delayed. Signature and date are required items- no reservation accepted without signature/date.

Organization \_\_\_\_\_ Contact \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening phone \_\_\_\_\_ Cell \_\_\_\_\_

E-mail address \_\_\_\_\_

Mailing Address For Billing \_\_\_\_\_ street \_\_\_\_\_ city \_\_\_\_\_ zip \_\_\_\_\_

Intended Use Of Facility \_\_\_\_\_

Dates Wanted: \_\_\_\_\_
Day Of Week: M T W Th F Sa Su \_\_\_\_\_
Dates Wanted: \_\_\_\_\_
Day Of Week: M T W Th F Sa Su \_\_\_\_\_

Arrival At Facility \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. Leave Facility \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.
Activity Begins \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. Activity Ends \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Indicate facility needs with X:

High School Westwood Middle School Kenneth Hall Auxiliary Park Terrace Elementary
District Services Center Westwood Intermediate Northpoint Elementary Woodcrest Elementary

Indicate Special Arrangements/Needs (such as chairs, AV equipment, cooks, etc.)

Number of Expected Attendance: \_\_\_\_\_

Admission Charge \$ \_\_\_\_\_ or no charge Will Merchandise Be Sold? YES NO Where?

How many chairs? \_\_\_\_\_ How many tables? \_\_\_\_\_

I/we need these additional items: (please list):

Please indicate here if 75% of participants in this activity are residents of District 16.

Yes No

I hereby certify that I am an agent of the above named group or organization and am authorized to accept in their name the responsibility for observance of the rules and regulations of the Board of Education, District 16. As a group or organization agent, I will attend this function and will be responsible for giving any and all instructions to the custodians and other support personnel. Renter/Organization agrees to assume all responsibility for damages and related costs of any kind to District 16 facilities incurred while using the school facilities under this agreement. As a group or organization agent I will accept full responsibility for the payment or rent and/or other charges including any damages. In accepting this arrangement, renter agrees to hold harmless District 16 and its representatives from all claims incurred in use of the facility. Renter waives all rights and claims for potential damages incurred in this rental arrangement. Presentation of this permit to the building supervisor or custodian on duty is necessary for admittance on the initial date.

Signature of person responsible for reservation \_\_\_\_\_ date \_\_\_\_\_ (required) (required)