



2023-2024

Community User Facility Application - Policy 830

Return two weeks prior to first date of use

Building staff return to front office

Community Users return to District Office – Attn. Facilities

Secondary:  OCHS  Ninth Grade Center  East Middle  West Middle

Elementary:  Carrollton  Cedar Hills  Deerfield  Edgewood  Forest Ridge  Meadowview  Shepard Hills

Group Requesting Space: \_\_\_\_\_ Event Attendance: \_\_\_\_\_

Purpose of Activity/Event: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**Billing Information** (if different from above):

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Day(s) of Week	Start Date	End Date	Arrival Time	End Time
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday				
Special Requests (i.e. every 3 <sup>rd</sup> Wed):			Room(s):	

**Equipment:**  Tables \_\_\_\_\_  Chairs \_\_\_\_\_  Other \_\_\_\_\_  Set-up diagram attached

**I understand and agree to the following:**

- Dates, times and locations are not guaranteed
- A cancellation fee of 50% will be charged if not cancelled at least one week prior to the event
- When District facilities are closed due to weather or other circumstances this includes community rentals
- I verify that I am 21 years of age or older
- Facility Access Requirements:
  - **Do not prop exterior doors open**
  - Turn off lights when finished
  - Shut doors securely when leaving
  - Deny building access to those not in your group
  - Renter or adult designee must be present throughout reservation
  - Supervise all participants and guests
  - Use only assigned space
  - Wipe off or change shoes before entering gym
  - No tape on walls or floors
  - No hard balls (flexi ball or similar acceptable)
  - Report facility concerns 414-303-2400
- To abide by all of the provisions and conditions of the Facilities Use Policy 830
- I have read the Waiver of Liability online and agree to all terms and conditions
- Field Reservation: Severe weather shelters are not available.
- Turf Field Reservation: Additional addendum must be completed and sent in with request
- Actual fees and custodial costs will be invoiced after use. Fees schedule is available online.
- Current Certificate of Liability Insurance must be on file  Attached  On file

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

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