

**Stewartville Public Schools 534**  
**Stewartville, Minnesota**  
**Facility Application for Building Usage**

**\* Form must be submitted two weeks prior to event date.\***

Send or bring this application to the Community Education office.

301 2<sup>nd</sup> St. SW Stewartville, Minnesota 55976

507.533.1650 \* megan.wilber@ssdtigers.org \* FAX 507.533.4012

**APPLICATION FOR USE OF FACILITIES**

Applicant Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Email (print clearly) \_\_\_\_\_ Phone Number \_\_\_\_\_

Name & Phone Number of contact person during the event \_\_\_\_\_

Organization/Business Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Rental Date(s) Requested \_\_\_\_\_

**\*Please note this application must be submitted two weeks prior to your requested event date\***

Facility/School Requested \_\_\_\_\_

Specific Location(s) Requested \_\_\_\_\_

Event Set-Up Time \_\_\_\_\_

Actual Event Start Time \_\_\_\_\_

Actual Event End Time \_\_\_\_\_

Event Take-Down Time \_\_\_\_\_

Approximate Number attending the Event: Adults \_\_\_\_\_ Youth \_\_\_\_\_

Number of Chaperones attending the Event: \_\_\_\_\_

Describe event and list activities you will be having at the above requested facility:

\_\_\_\_\_  
\_\_\_\_\_

Answer YES or NO to the following questions as they pertain to the rental of Stewartville School District facilities.

Understands that they must provide insurance coverage

YES

NO

Will you need tables and chairs?

YES

NO

If so, how many \_\_\_\_\_

Will you need light/sound technician?

YES

NO

If so, what time will you need assistance \_\_\_\_\_

Do you require additional equipment (microphones, podium, screen)

YES

NO

Please list \_\_\_\_\_

If using the gym, will you need bleachers?

One side

Two Sides

**Proof of liability insurance in the amount of at least \$300,000 per individual and \$1,000,000 per incident must be in the Community Education office prior to the event. A damage deposit in the amount of \$100 must be paid to the Community Education before the event takes place. This will be returned if there is no damage.**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**