

Caledonia Area Public Schools

Independent School District 299, Caledonia, MN 55921

Facilities Use Form

Today's Date: _____

Requested by _____ Date of Activity _____

Activity/Purpose _____

Address if Class III/IV _____ Email _____

Adult responsible for supervision _____ Phone _____

Date	Doors Open	Start Time	End Time
_____	_____	_____	_____
_____	_____	_____	_____

Number of people expected: Adults _____ Youth _____ Grade/Age _____

Enclose \$10 non-refundable application fee for Class III/IV
Certificate of liability insurance is required for Class III/IV _____ Can Provide _____ Cannot Provide _____

Middle/High School

- Gym
- Performing Arts Center (PAC)
- Multi-Purpose Gym
- Kitchen
- Commons Area
- Media Center
- Classroom # _____
- Conf Rm C141
- Conf Rm A148 or E120
- Other _____

Elementary School

- Gym
- Multi-Purpose Rm
- Cafeteria/Kitchen
- Cafeteria
- Media Center
- Classroom # _____
- SAC Rm
- Board Room
- Other _____

***If using the commons or the PAC at the MS/HS, please fill out the back page**

Equipment Requested:

- Laptop _____ Supply Own
- LCD Projector Only _____ W/Computer
- VCR _____ DVD Player
- Portable Screen
- Internet Access
- Video Camcorder
- Lunch Tables _____ (How Many?)
- Tables _____ 8ft _____ 6ft _____ Chairs (How Many?)
- Portable Amp/PA
- Podium
- Mics _____ Wired _____ Wireless (How Many?)
- Spot Light
- Piano
- Extension Cords
- Coffee Pot

I hereby certify that I am an agent of the above named organization and agree to abide by the Caledonia Area Public Schools Facility Use Policy and to assume the responsibility of our organization while using this facility.

Authorized Signature of Organization: _____ Date: _____

OFFICE USE ONLY

Personnel Fee: _____
Rental Fee: _____
Other Fees: _____

District personnel required:

Custodian

Cook

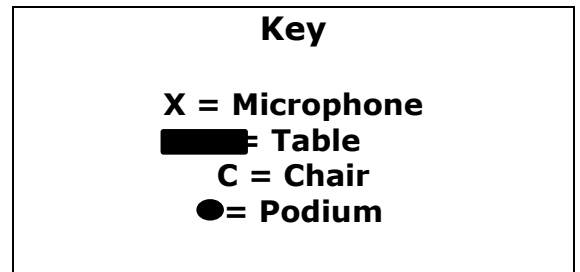
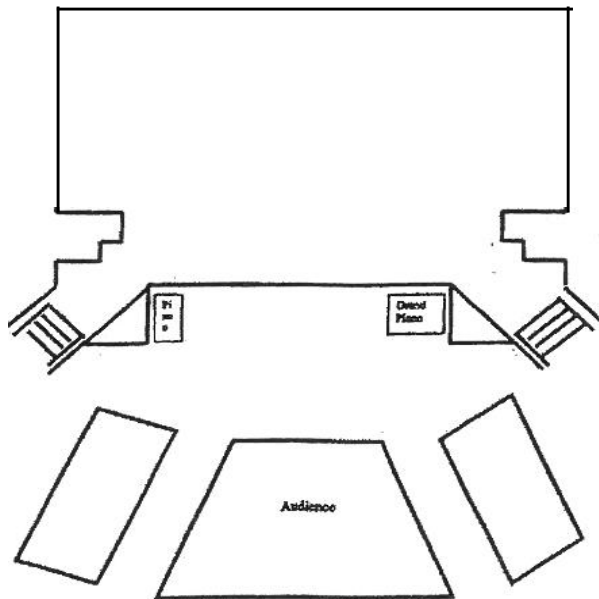
Building Supervisor
Other: _____

Date Received: _____
Approved By: _____

Caledonia Area Public Schools

Independent School District 299, Caledonia, MN 55921

Performing Arts Center Stage Set Up



Commons Set Up

