

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 M T W Th F Sa Su M T W Th F Sa Su M T W Th F Sa Su M T W Th F Sa Su

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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

- Cafeteria
- Kitchen

Gymnasiums

- Auxiliary 1
- Auxiliary 2
- Auxiliary 3
- Panther South
- Panther North
- Fine Arts Center
- Media Center
- Classroom _____
- Other:

District Services Center

- Blaine Room
- Fridley Room
- Panther Room
- Spring Lake Park Room
- ComEd Office Lobby

Westwood Middle School

- Cafeteria / Multipurpose
- Kitchen
- Gymnasium East
- Gymnasium West
- Gymnasium South
- Team Teaching Room
- Media Center
- Classroom: _____
- Other:

Westwood Intermediate

- Gymnasium North
- Gymnasium South
- Classroom _____
- Media Center
- Other:

Kenneth Hall Auxiliary

- Cafeteria / Multipurpose
- Kitchen
- Gymnasium
- Media Center
- Classroom _____
- Other:

Northpoint Elementary

- Cafeteria / Multipurpose
- Kitchen
- Gymnasium East
- Gymnasium West
- Media Center
- Classroom: _____
- Other:

Park Terrace Elementary

- Cafeteria / Multipurpose
- Kitchen
- Gymnasium
- Media Center
- Volunteer Room
- Classroom: _____
- Other:

Woodcrest Elementary

- Cafeteria / Multipurpose
- Kitchen
- Gymnasium
- Media Center
- Classroom _____
- Other:

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

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

Where?

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)