



LINFIELD CHRISTIAN SCHOOL

FACILITIES MANAGEMENT - FACILITIES USE APPLICATION

Must be submitted 14 Days in advance of date requested with \$20 Application Fee

Payment in Full Due 10 Days in advance of activity date

The undersigned hereby applies for use of school property for public purposes in accordance with the Policies, Rules, and Regulations of Linfield Christian School.

SPONSORING ORGANIZATION OR GROUP _____

NON-PROFIT TAX ID# _____ EVENT SIZE – ATTENDANCE EXPECTED _____

GROUP ADDRESS _____ CITY _____ ZIP _____

TELEPHONE _____ FAX _____ PERSON IN CHARGE _____

PLEASE DESCRIBE THE EXACT NATURE AND PURPOSE OF YOUR GROUP _____

DESCRIPTION OF PROGRAM OR ACTIVITY: _____

Is activity open to the public? YES _____ NO _____ Will admission fees be charged? YES _____ NO _____

Will contributions or other fees be solicited at the meeting? YES _____ NO _____

If charge is made or contributions are solicited, please describe the purpose for which money will be used _____

DAY	MONTH	DATE	YEAR	EVENT TIMES (Include set-up & restore)

SCHOOL FACILITY _____ CLASSROOMS (QTY) _____ ROOM #'S _____

CHAIRS (QTY) _____ TABLES (QTY) _____ OTHER EQUIP _____

INSURANCE REQUIREMENT:

The applicant agrees to furnish liability or other insurance to protect the public and Linfield Christian School (LCS) as the School may require. Linfield Christian School requires you provide a Certificate of Insurance naming LCS as ADDITIONAL INSURED in the minimum amount of \$1 Million property damage and \$1 Million for bodily injury or \$1 Million for each occurrence.

INSURANCE EXPIRES ON _____

NOTE: The person signing this application must be a member in good standing of the sponsoring organization. If the person signing is not an officer of the organization for whom the application is made, written authorization must be submitted from the applicant group to sign this application.

Date: _____ **Signature:** _____ **Title** _____

Email: _____

LINFIELD CHRISTIAN USE ONLY

MASTER CALENDAR APPROVAL:

ADMINISTRATOR:

FACILITIES: