



Facility Use Application/Centennial School District

(Does NOT apply to use of the Performing Arts Center or Middle School Auditorium)

Centennial Community Services, 4707 North Road, Circle Pines, MN 55014

763-792-6100 FAX 763-792-6113

Complete and return at least two weeks in advance. Application does not guarantee a reservation. When confirmed, a building use permit and invoice will be sent. Pay promptly and bring permit when you use facility.

Requested Facility : _____
School Name (Use a separate form for each school) Room #Attending

Day (circle): Sun M T W Th F Sat Dates: _____

Time: Date _____ Date _____

Arrival at Facility _____AM _____PM _____AM _____PM

Activity Begins _____AM _____PM _____AM _____PM

Activity Ends _____AM _____PM _____AM _____PM

Depart Facility _____AM _____PM _____AM _____PM

Note: Your meeting must be over and the building vacated by scheduled departure time and the facility must be left in good condition or you may be charged custodial overtime. Fees for facility use are calculated from arrival in facility to departure of facility.

Activity: Youth Adult Describe Activity (Please be specific): _____

Food: No Yes (Group must comply with Anoka County Food Code.)

Equipment or set-up needs (All groups are required to do both set-up and clean-up with the assistance of site supervisors or custodial staff).

Snowplowing services: Yes _____ (additional agreement will be forwarded.)

Name of group: _____ Contact person _____

Phone with area code and e-mail: _____

Address

City/State/Zip

- *All Centennial Facilities and Grounds are tobacco, alcohol, and drug free.
- *When Centennial Schools are closed due to inclement weather, power outages or other building emergencies, all facility reservation contracts are cancelled.
- *All groups are required to provide adult supervision (18 or older) for all activities. This supervisor must be in the building with the group at all times. School personnel (site supervisor/custodian) will supervise the facility, but are not required to supervise the group or its activities.
- *School district facilities will open ONLY when the adult activity supervisor of the permit-holding group is present on site.
- *Groups must provide their own equipment for gym use. Physical education equipment is not available.
- *Gyms-Seasonal activities will be given priority in their season. Fill out a separate form for each season: Fall (Sept.-Dec.), Winter (Jan-March), Spring (April-May), Summer (June-August)
- *Soccer balls, baseballs and softballs are not permitted. Softee or nerf type balls are allowed. No food or beverages allowed in the gym except bottled water.
- *Please read permits carefully. If a date is missing in sequence, it is an unavailable date. Only dates listed on permit are confirmed dates.
- *Permit and invoice will be sent to contact person after processing.
- *Cancellation, additions or changes to a permit must be communicated through Centennial Community Services. A minimum of two days notice is required. Full charges may be assessed to any group if notice of cancellation is not received before this time.
- *Payment for facility use must be made in advance. Use of facility can be denied if payment is not received.
- *Minimum usage: A two (2) hour minimum reservation may be required, especially on weekends.

We agree to supervise carefully the activities and the facility and to be responsible financially to the district for any damage that might occur to the facility or property, due to such use, and adhere to district rules and regulations. We also agree to relieve the district from all liability and/or responsibility for injury, damage or loss to any person participating in or attending the function, and to indemnify and hold the district harmless from such consequences.

Signature _____ Date _____

OFFICE USE ONLY

Approved:

Site Supervisor: _____ Billable _____ Permit# _____

Denied:

Class: A1 A2 A3 B C1 C2 C3

4/11