



KENNEDY CATHOLIC  
FAMILY OF SCHOOLS

Revised 5/17/2017

**APPLICATION FOR USE OF KCHS/KCMS FACILITIES**

NAME OF ORGANIZATION \_\_\_\_\_ Today's Date \_\_\_\_\_

Contact Name and Title \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

AREA:

- Classroom # \_\_\_\_\_
- Cafeteria
- Grounds/Stadium
- Gymnasium
- HS Library
- MS Library
- Conference Room
- Other (Specify) - \_\_\_\_\_

**DOORS TO BE UNLOCKED:**

- HS Front Main Entrance
- MS Main Entrance
- Gymnasium
- Cafeteria
- Other- \_\_\_\_\_

Place Date  
Stamp Here

Activity Dates \_\_\_\_\_

Bldg. Use Start Time: \_\_\_\_\_ Use End Time: \_\_\_\_\_

Event Time: \_\_\_\_\_ Anticipated No. Attending: \_\_\_\_\_ Cost per Participant: \_\_\_\_\_

Activity Description: \_\_\_\_\_

**PLEASE ATTACH A LIST OF THE NAMES OF THE INDIVIDUALS ATTENDING IN CASES WHERE GROUPS WILL BE MEETING ON A REGULAR BASIS.**

If permission to use the school facilities is granted the lessee agrees to abide by the policies established by the Kennedy Catholic School Board on granting the use of such facilities.

- ***IF PAYMENT FOR LEASE IS DUE, PLEASE TURN IN PRIOR TO THE ACTIVITY DATE.***
- ***ORGANIZER RESPONSIBILITY TO MAINTAIN THE CLEANLINESS OF THE FACILITY USED.***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Facilities Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

HS Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

MS Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

- **CANCELLATION NOTICE MUST BE RECEIVED BY THE FACILITIES DIRECTOR 48 HOURS IN ADVANCE.**
- **PLEASE OBSERVE THE NO SMOKING/TOBACCO POLICY INSIDE ALL BUILDINGS AT ALL TIMES.**

Agreed Upon Rate for the event is: \$ \_\_\_\_\_

**LATE REQUESTS:** *If your building use request is within 10 days of your activity date, you MUST personally contact the supervisors directly if their services are required.*

**Custodial Services:** - Jessica Sorg – [jsorg@kennedycatholicschools.org](mailto:jsorg@kennedycatholicschools.org)

**Food Services:** - Mandy Swartz – [mswartz@avifoodsystems.com](mailto:mswartz@avifoodsystems.com)

**Technology Services:** - John Niemi – [jniemi@kennedycatholicschools.org](mailto:jniemi@kennedycatholicschools.org)

Office Use Only: Copies to:  Custodians  Food Serv.  Tech  Principal  Other:- \_\_\_\_\_



KENNEDY CATHOLIC  
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**APPLICATION FOR USE OF KCHS/KCMS EQUIPMENT**

NAME OF ORGANIZATION \_\_\_\_\_ Today's Date \_\_\_\_\_

Contact Name and Title \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

Place Date  
Stamp Here

**The above organization requests use of Kennedy Catholic School District equipment as indicated below:**

Curtain Usage    Lights    Podium    Microphone    Laptop    Tables: How Many? \_\_\_\_  
 Smart Board    Internet    White Screen    Projector    Sound System    Other (Specify) \_\_\_\_\_

**\* A \$50 deposit will be required for equipment use**

Date(s) of Use: \_\_\_\_\_

Time: \_\_\_\_\_

Purpose: \_\_\_\_\_

*If permission to use school equipment is granted, the lessee agrees to abide by the policies established by the Kennedy Catholic School Board on granting the use of such equipment. **Non-employee lessees are responsible for the borrowed school equipment should any damage occur as well as for lost or stolen items.***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Facilities Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

HS Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

MS Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**LATE REQUESTS:** *If your equipment use request is within 10 days of your date of use, you **MUST** personally contact the supervisors directly if their department's equipment is being requested.*

**Custodial Services:** - Jessica Sorg – jsorg@kennedycatholicschools.org

**Food Services:** - Mandy Swartz – mswartz@avifoodsystems.com

**Technology Services:** - John Niemi – jniemi@kennedycatholicschools.org

**Other:** \_\_\_\_\_

*The Kennedy Catholic Family of Schools does not discriminate on the basis of race, sex, color, handicaps, creed, age, or national origin in administration of its educational or employment policies.*