

Beardstown Community Unit School District 15

500 East 15th Street - Beardstown, IL 62618

217-323-3665 Fax 217-323-3667

"Home of the Tigers"

Mr. Michael Smith

Superintendent

Mr. Nathan Theis
Asst. Principal-MS
theisn@beardstown.com
Ext# 2125

Mrs. Tammee Petersen
Language Acquisition Admin
petersent@beardstown.com
Ext# 2124

Mr. Josh Sorrells
Principal
sorrellsj@beardstown.com
Ext# 2130

Mrs. Jessica DeWitt
Special Education Co.
dewittj@beardstown.com
Ext# 2110

Mr. Chad Beam
Asst. Principal-HS
beamc@beardstown.com
Ext# 2128

REQUEST FOR USE OF SCHOOL FACILITIES/PAYMENT IN ADVANCE

Name of Organization: _____

Contact Person: _____ Phone #: _____

Address: _____ Reservation Date(s): _____

Time(s) Needed: _____ Number of People: _____ Type of Event: _____

BUILDING NEEDED FOR EVENT:

_____ MS/HS
_____ GARD
_____ GRAND AVE

PERSONNEL NEEDED

Cook _____ \$20 per hour
Other _____ \$20 per hour

A custodian will be required when a crowd of any sort is expected. The cost of the custodian will be \$20 per hour. The custodian will need to be paid for an hour before to prepare for the event and an hour after to clean up after the event.

Circle one of the following:

1. RENT FREE BASIS:

- Local Non-Profit Organizations
- Student and School Activities
- Interscholastic Events
- District/School Related Banquets
- District/School Related Meetings
- District/School Related Organizations
- Community Groups NOT charging a fee for the activity
- NOTE-Custodial Fees will be charged if clean up is required.

AREA/resources NEEDED:

_____ Auditorium
_____ Cafeteria/Commons
_____ Classroom
_____ Gymnasium
_____ Kitchen (A kitchen employee must be present during kitchen use)

_____ Projector
_____ Screen
_____ Computer/Laptop
_____ Other (list below)

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2. RENT & PERSONNEL FEES CHARGED:

- All Groups (for profit organizations) charging an admission or attendance fee
- The School District reserves the right to priority booking when a non-school or community organization books a facility for an extended period of time (for example: the gym every Sunday)
- All groups not covered under the school district's insurance policy, must provide proof of insurance for minimum coverage amounts of:
 - Liability-\$500,000 per person-\$1,000,000 per occurrence
 - Property Damage-\$500,000
- Putting up decorations or scenery, moving of pianos, or other furniture is prohibited, UNLESS permission is granted beforehand by the building principal.
- Authorization must be given in advance by the building principal for all items sold, distributed, exhibited, or displayed.

AREA NEEDED

- _____ Auditorium-\$100 for the first two hours, \$50 each additional hour
- _____ Cafeteria/Commons-\$100 for the first two hours, \$50 each additional hour
- _____ Classroom-\$50 for the first two hours, \$25 each additional hour
- _____ Gymnasium-\$100 for the first two hours, \$50 each additional hour
- _____ Kitchen-\$100 for the first two hours, \$50 each additional hour
(A kitchen employee must be present during kitchen use)
- _____ Projector
- _____ Screen
- _____ Computer/Laptop
- _____ Other-\$_____

Office Use Only:

Approved _____

Not Approved _____

Principal Signature: _____

Date: _____

Superintendent Signature: _____

Date: _____