

APPLICATION FOR FACILITY USAGE

COMMUNITY UNIT SCHOOL DISTRICT 200
130 WEST PARK AVENUE
WHEATON, IL 60189

E-MAIL BACK TO: cwilkie@cusd200.org

Contact Name: _____ Daytime Phone _____

Address: _____ E-mail _____

_____ Fax _____

Organization Name: _____ Daytime Phone _____

Address: _____

[Fill out all information below](#)

District 200 building you are requesting for use: _____

Requested Date(s) _____

Time(s): _____

What type of space are you requesting (example: auditorium, classroom, gym space etc.):

How many people will be in attendance? _____

Is this a fee based event? (Will there be an entry admission or a participation fee) _____

Activities Planned for this use:

Does this activity require any set-up and/or equipment rental?

Please Describe: _____

Reason for Request: _____

All applications are accepted on a first come first serve basis.

All applications are subject to review and you will be notified as to the status of your application.

If the application is approved, rental fees will be assigned and a written contract will be created.

A Certificate of Insurance in the amount of \$1,000,000 naming Community Unit School District 200 as the additional insured is mandatory with a signed contract.

<i>Office Use Only</i>	
Approved	With Exceptions
Denied	Category #
School Official: _____	

Reason:

If you have any questions, please contact the Facility Services Office, (630) 393-9690, fax (630) 393-1548