



# APPLICATION FOR USE OF CANTON PUBLIC SCHOOL FACILITIES



Name of Applicant: \_\_\_\_\_  
 e-mail Address \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

Phone (**MUST** be reachable on day of event):  
 (1) \_\_\_\_\_ (Cell/Home/Office)  
 (2) \_\_\_\_\_ (Cell/Home/Office)

Name of Organization or Group: \_\_\_\_\_  
 Intended Use: \_\_\_\_\_

**Date(s) desired:** \_\_\_\_\_ **Day(s)** (circle) Sun Mon Tue Wed Thu Fri Sat  
*(for multiple reservations - specific date/times to be listed on reverse)*

Time doors to be opened: \_\_\_\_\_ a.m./p.m. **Event START** time: \_\_\_\_\_ a.m./p.m.  
**Event END** time: \_\_\_\_\_ a.m./p.m. **TOTAL TIME REQUESTED:** \_\_\_\_\_ Hour(s) \_\_\_\_\_ Minutes

<b>School:</b>	<b>Room(s):</b>
_____ Canton High School	_____ Gymnasium
_____ Canton Middle School	_____ Auditorium (CHS/CMS Building only)
_____ Canton Intermediate School	_____ Cafeteria
_____ Cherry Brook Primary School	_____ Kitchen (permission & additional fee)
	_____ Classroom(s) #'s: _____
	_____ Library/Learning Commons
	<b>Other:</b>

**Equipment needed** (additional fees may be charged):  
 \_\_\_\_\_ Podium \_\_\_\_\_ Chairs # ( ) \_\_\_\_\_ Tables # ( ) \_\_\_\_\_ Microphone(s) # ( ) \_\_\_\_\_ Projector \_\_\_\_\_ w/sound?  
 \_\_\_\_\_ Screen (circle type): center / sides / portable \_\_\_\_\_ Special Lighting \_\_\_\_\_ Wi-Fi Access \_\_\_\_\_ Technical Assistance  
(Auditorium Only) (CURRENT RATES on reverse)

**Campus Office Use**

**Notification:** \_\_\_\_\_ Principal \_\_\_\_\_ Head Custodian \_\_\_\_\_ Music Director \_\_\_\_\_ Athletic Director \_\_\_\_\_ Tech Assistant  
 \_\_\_\_\_ Applicant \_\_\_\_\_ Master Calendar \_\_\_\_\_ Central Office \_\_\_\_\_ Other: \_\_\_\_\_

\* **BUILDING Administrator Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 \* **Athletic Director Approval (if applicable):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Business Office Use**

**ESTIMATED RENTAL CHARGE:**  
 \$ \_\_\_\_\_ Custodial Fee  
 \$ \_\_\_\_\_ Facility Fee (Per day)  
 \$ \_\_\_\_\_ Equipment / Technical Assistance Fee  
 \$ \_\_\_\_\_ **TOTAL ESTIMATED CHARGE**

<b>CUSTODIAL RATES VALID FROM 7/1/2022 – 6/30/2023</b>			
	Saturdays/ Overtime	Sundays/ Double Time	Facility Per Diem Fees
4hr minimum	\$225.00	\$300.00	Auditorium 100.00
4.25 to 6.00 hrs	\$350.00	\$450.00	Gym 100.00
6.25 to 8.00 hrs	\$450.00	\$600.00	Cafeteria 50.00
8.25 to 10.00 hrs	\$575.00	\$750.00	Classroom 50.00
10.25 to 12.00 hrs	\$675.00	\$900.00	Music Classroom 50.00

\*A custodial fee equal to **45 minutes before and 1 hour after** scheduled time will be applied to each rental

\* **Certificate of Insurance?** Yes No N/A  
 \* **Business Office Approval:** \_\_\_\_\_

**\*\*Scheduled school functions and sports programs will preempt other scheduled activities\*\***  
**\*\*Evening events are automatically cancelled when schools close due to snow or inclement weather\*\***  
**PLEASE READ AND SIGN RULES AND REGULATIONS ON REVERSE**

APPLICATIONS FOR FACILITY USE MUST BE SUBMITTED NOT LESS THAN FIVE (5) SCHOOL DAYS PRIOR TO THE EVENT

