



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

School:
 _____ Canton High School
 _____ Canton Middle School
 _____ Canton Intermediate School
 _____ Cherry Brook Primary School

Room(s):
 _____ Gymnasium
 _____ Auditorium (CHS/CMS Building only)
 _____ Cafeteria
 _____ Kitchen (permission & additional fee)
 _____ Classroom(s) #'s: _____
 _____ Library/Learning Commons
 _____ **Other:**

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**

CUSTODIAL RATES VALID FROM 7/1/2024 – 6/30/2025			
	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

