



COMMUNITY PREPARATORY SCHOOL FIELD REQUEST FORM

Organization's Information:

Name of Authorized Representative or Individual: _____

Address: _____ City: _____ Zip code: _____

Primary Phone Number: () _____ Secondary Phone Number: () _____

Email Address: _____ Fax Number: () _____

Organization producing event is (please check one):

Individual Commercial Non-Profit Non-Profit/501(c)3 tax exempt* Political

**Please provide copy of Non-Profit or 501(c)3 Tax Exempt Certificate & Copy of Insurance Certificate naming Community Preparatory School as additionally insured for event/program.*

Date(s) of Event/Program: _____

Start Time (including set up): ____AM/PM **End Time** (including breakdown): ____AM/PM

Type of Event: (check all that apply)

Youth Practice Youth Game Youth Tournament
 Adult Practice Adult Game Adult Tournament Other _____

Anticipated Number of Attendees:

1-100 People 101-200 People 201-300 People

Rental Policies:

- No rentals after 11PM.
- The official use of Community Preparatory School and related facility must be with the expressed written consent of the aforementioned entity.
- There is a mandatory \$500 Damage Deposit Fee (if applicable), which will be returned upon satisfactory inspection of the rental property.
- The designated authorized individual is responsible for compliance with all local, state and federal laws and regulations.
- Rental fee is \$50/hour for all facilities, including set up and breakdown; all rental fees must be paid in full.
- The designated authorized individual is responsible for all damages incurred during rental.

Rental Cost: \$50/hr x _____ hrs. = \$ _____ Money Order or Bank Check (circle one)

By signing this request form I acknowledge that I have read all of the policies above and understand that all signatures must be obtained in order for the rental request to be approved.

Signature of authorized representative or individual: _____ Date: _____

Signature of Director of Student Activities: _____ Date: _____

Additional Community Preparatory School Signee*: _____ Date: _____

Community Preparatory School approval is required to finalize rental.