



**School Building:** \_\_\_\_\_

**Application on behalf of:** \_\_\_\_\_

**Event/Description of Activity:** \_\_\_\_\_

RPS School Group ☐  
(Level 1)

PTO, Scouts, OM ☐  
(Level 1)

Non-Profit Org ☐  
(Level 2)

Community Based w/o non-profit ☐  
(Level 3)

Date \_\_\_\_\_ Ending Date (if recurring) \_\_\_\_\_ Day: ☐ M ☐ T ☐ W ☐ TH ☐ F ☐ SA ☐ SU

Time \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Time requested to begin set-up \_\_\_\_\_

Additional Dates \_\_\_\_\_

Number in Attendance \_\_\_\_\_

**Areas/Rooms Requested** \_\_\_\_\_

**Set up/Equipment needed (field lining, # of tables, # of chairs, microphone etc.)**

*The undersigned is at least 21 years of age. He/She agrees to be responsible to the Board of Education for the use and care of school property and will be responsible for complete supervision of all parties participating in this activity. It is further agreed that the character of entertainment/meeting will conform with the rules governing the use of Rockford Public Schools. The applicant agrees to hold harmless the District and its agents and employees from and against all claims, damages, losses, and expenses including attorney fees arising out of or resulting from applicant's use of District facilities.*

**Applicant Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Email :** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

Email completed form to Jason VanderLaan at [JVanderLaan@rockfordschools.org](mailto:JVanderLaan@rockfordschools.org) no later than 10 days prior to the date of the requested event