

**STREATOR TOWNSHIP HIGH SCHOOL**  
**Facility Use Request Form**

Profit

Non-Profit

(for office use only)

Portion of Building or Grounds Requested: \_\_\_\_\_

*School Related* \_\_\_\_\_ *Community Related* \_\_\_\_\_

Type of Program or Event: \_\_\_\_\_

Date(s) of Program or Event: \_\_\_\_\_ Time of Program or Event: \_\_\_\_\_

Approximate Length of Program: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Rehearsals required (with time) \_\_\_\_\_

Name of organization making request: \_\_\_\_\_

Person who agrees to be responsible for good order as representing the above organization:

\_\_\_\_\_ Main Contact Person (please print)

\_\_\_\_\_ Alternate Contact Person (please print)

\_\_\_\_\_ Home Phone Number

\_\_\_\_\_ Home Phone Number

\_\_\_\_\_ Cell Number

\_\_\_\_\_ Cell Number

Billing Address \_\_\_\_\_

Check the following items you will require and indicate quantity:

\_\_\_\_\_ Microphone \_\_\_\_\_ Quantity (maximum 3)

\_\_\_\_\_ Chairs \_\_\_\_\_ Quantity

\_\_\_\_\_ Tables \_\_\_\_\_ Quantity

\_\_\_\_\_ Dressing Rooms \_\_\_\_\_ Male \_\_\_\_\_ Female

\_\_\_\_\_ Auditorium Spotlight \_\_\_\_\_ SHS Administrator requested to be there

How many people expected? \_\_\_\_\_ Will food or drinks be served? \_\_\_\_\_

- Children are NOT to be allowed to set up or take down tables. This must be done by adults only.
- In the event that the building fire alarm is activated, everyone MUST leave the building, re-entering only after being given clearance by the local Fire Department.
- **The person or business responsible must carry a minimum of \$1, 000,000 on a commercial general liability policy. The policy must name Streator Township High School as an additional insured and a copy of the certificate will be kept on file.**
- Please sign acknowledging that you have read this form. No reservations will be accepted without this acknowledgement:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*(Office Use Only)*

**RETURN FORMS TO:**

**Mr. Kevin Wargo, Athletic/Activities Director**  
Streator Twp. High School  
202 W. Lincoln Avenue  
Streator, IL 61364  
Phone: (815) 672-0545, ext. 509  
Fax: (815) 673-3637

**Kevin Wargo, Athletic Director** \_\_\_\_\_  
**Amy Jo Mascal, Principal** \_\_\_\_\_  
**Jim Dennis, Head of Maintenance** \_\_\_\_\_  
**Rental and Custodial Rate (Bookkeeping)** \_\_\_\_\_