

COMMUNITY USE OF SCHOOL FACILITIES REQUEST FOR USE OF SCHOOL FACILITIES

School/Department name: Date: We, Name of Organization/Group, request the use of a school building facility at School for the purpose of presenting the following program: Specific location requested: We wish the above facility on the following dates: (An attachment is acceptable.)

Day(s) of week Month Date(s) Year Hours If equipment, lighting, tables or chairs are required please specify and indicate any special arrangements needed on the form provided. There (will) (will not) be an admission charge. The admission will be for adults and for children. The proceeds will be used for:

The rental fee will include custodial or school personnel services, utility costs, and equipment usage fee, if applicable.

NOTE: Food services charges and technicians are paid separately.

Two (2) people the District may contact, if necessary, are:

Name: Address: Phone: (work) (home)

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We agree to become familiar with and abide by the printed rules and regulations of the District concerning the public use of school facilities and conduct on school grounds.

This request shall be submitted at least two (2) weeks prior to the requested date(s).

RENTAL IS PAYABLE IN ADVANCE TO

Remit to District Office:

Signatures and titles of organization representatives (2)

FOR DISTRICT USE ONLY

LEASE AGREEMENT (where applicable)

It is understood that all rates quoted, as well as other conditions stipulated, are a part of this agreement and that proof of liability insurance is required.

Base charge of facility to be used \$ Additional charges \$ Base charge of facility to be used \$ Additional charges \$

Classification of user (circle one) I II III Total \$

Your application for school building usage has been:

Building Action: Recommended Not recommended for approval

Principal Date

District Action: Approved Denied or altered for the following reason(s):

Business Administrator Date Superintendent Date

Lessee Acknowledgement

Signature: Date:

Note: All requests for use of property and/or equipment must be initiated with the campus principal to be involved in authorizing campus-level approval. The request will be forwarded to the District office for final approval/disapproval. In order to avoid conflict in use, please submit all requests *at least fourteen (14) days* prior to date of requested usage.

Checklist of Needs (part of application)

Custodial services needed.

Cook needed.

Special equipment needed: _____

- Audiovisual equipment
- Public address system
- Scoreboard controls
- Kitchen equipment
- Concession stands equipment and keys
- Stage equipment
- Special school personnel

Chairs: Qty _____

Tables: Qty _____

Custodial services:

Open building.

Close building.

Extra time needed for extra cleanup needed _____

Custodial time needed to set up _____

Estimated number of hours _____

Total hours _____