

COMMUNITY USE OF SCHOOL FACILITIES REQUEST FOR USE OF SCHOOL FACILITIES

Date: _____

School/Department name: _____

We, _____, 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.) _____

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 _____