

COMMUNITY USE OF SCHOOL FACILITIES
REQUEST FOR USE OF SCHOOL FACILITIES

Date _____, 20_____

School/Department Name: _____

We, _____ request the use of school building facility at
Name of organization / group

_____ 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) _____

Name: _____ Address: _____

Phone: (work) _____ (home) _____

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 \$ _____

Total \$ _____

Classification of user (circle one) I II

Your application for school building usage has been:

Building Action

_____ Recommended _____ Not Recommended for approval

Date _____ Principal _____

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

_____ Approved: _____

_____ Business Administrator

_____ Superintendent

Date _____ 20_____

Lessee Acknowledgement

Signature _____ Date _____ 20_____

Note: All requests for use of property and/or equipment must be initiated with the campus building administrator 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 stand equipment
- Stage equipment
- Special school personnel
- Chairs: Qty. _____
- Tables Qty. _____
- Grill (Propane not included)

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 _____