



**Sherrie Sanders, Facility Use Coordinator**  
Facility Use Office, c/o Hendricks Elementary School  
5243 Meadows Road, Powder Springs, GA 30127  
Phone: 678-398-5102  
Fax: 678-398-5103

**For Lassiter Concert Hall**  
**Roger Christian**  
2601 Shallowfore Road, Marietta, GA 30066  
Phone: 770-514-2515  
Fax: 678-494-4255  
roger.christian@cobbk12.org

## **SCHOOL USERS REQUEST FOR FACILITY USE**

### **SCHOOL REQUESTING USE:**

SCHOOL: \_\_\_\_\_

RESPONSIBLE PARTY: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONES: Work \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ SCHOOL REQUESTED: \_\_\_\_\_

**DATES REQUESTED:**

**TIMES REQUESTED:**

_____	_____	_____
_____	_____	_____
_____	_____	_____

TYPE OF ACTIVITY:

\_\_\_\_\_

NUMBER OF PARTICIPANTS: \_\_\_\_\_

AREAS REQUESTED:

\_\_\_\_\_  
\_\_\_\_\_

SPECIAL REQUEST BY GROUP:

\_\_\_\_\_  
\_\_\_\_\_



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**SCHOOL SUBJECT TO REQUEST FILLS IN THE INFORMATION BELOW**

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Facility Use Approved? Yes \_\_\_\_\_ No \_\_\_\_\_

If not approved, please state reason: \_\_\_\_\_

Is Paid Supervision Required? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, Number of Supervision Hours Needed: \_\_\_\_\_

If Yes, Supervisor's Name: \_\_\_\_\_

Is Paid Clean-up Required? Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*\*If yes, Set-up/Clean-up Hours Needed: \_\_\_\_\_

If Yes, Name of Person Responsible for Clean-up: \_\_\_\_\_  
(If \_\_\_\_\_ different from Supervisor)

\*\*\* (If set up or cleanup is required, please indicate the number of hours needed for this purpose. These hours would be in addition to the number of hours of supervision that would be required.)

**NOTE: WORKERS MUST SUBMIT A FACILITY USE TIME SHEET (FS-414) TO THE FACILITY USE OFFICE FOR PAYROLL PURPOSES.**

\_\_\_\_\_  
Signature of Principal of School Subject to Request

\_\_\_\_\_  
Date

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**Please Fax to: (678) 398-5103**

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**FACILITY USE ONLY**

Supervision Fee Calculation: \_\_\_\_\_

Clean-up Fee Calculation: \_\_\_\_\_

TOTAL FEES DUE: \_\_\_\_\_

\_\_\_\_\_  
Facility Use Coordinator Signature (to be signed upon completion)

\_\_\_\_\_  
Date

10/29/12