

**COMMUNITY USE OF
SCHOOL FACILITIES**

REQUEST FOR USE OF SCHOOL FACILITIES

Date _____, 20____

TO: _____

We, _____, request the use of
Name of organization/group
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
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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) _____ Zip code _____

Name _____ Address _____

Phone: (work) _____ (home) _____ Zip code _____

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 III

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 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 stand equipment and keys.
 - Stage equipment.
 - Shop equipment.
 - Special school personnel.

 - Keys for access to: _____
 - 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 _____