

Facilities Use Request Form

(For In-District Use Only)

DATE _____

Location Desired: **CE** **CHS** **CV** **SW** **TMS** **RLC**

Name of Organization _____ Person in Charge _____

Facilities Requested:

Classroom

Conference Room

Gym

Commons/Multi-Purpose Room

Fields

Staff Lounge

LRC

Kitchen (requires paid supervision)

Performing Arts Center

Other _____

Date/Time Requested: Date(s) _____ Starting Time _____ Ending Time _____

Day of the Week: **M** **T** **W** **TH** **F** **S** **SU**

Custodian Help Needed **Yes** **No** **Time Estimated** _____

Items/Equipment Needed _____

What is the nature/purpose of your event?

The undersigned hereby makes application to _____ for use of school facilities described above. The undersigned further states that he/she will observe all rules and regulations of the Board of Education and of the principal of the school. The applicant agrees to exercise the utmost care in the use of school premises and equipment. Reimbursement will be made for any damages arising from the applicant's use of the facilities. If clean up is required the undersigned will take responsibility to ensure that it is taken care of.

Signature _____ Date _____

Signature of Principal _____ Date _____

For Office Use Only Facility Use # _____