

## (School District) Application for Use of Facilities

Date of Application: \_\_\_\_\_

Circle the building you are requesting.

**(Designated High School)**

**(Designated Intermediate School)**

**(Designated Elementary School)**

**(Other Designated Facility)**

Cafeteria

Gymnasium

Auditorium

Media Center

Large Group Instruction Area

Class Room # \_\_\_\_\_

Multi-Purpose Room

Name of Organization and/or Contact Person: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Phone Number of Contact Person: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

\_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Event Set-up Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Clean-up Time: \_\_\_\_\_

Special Equipment Needs: Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, please  
describe)

\_\_\_\_\_

\_\_\_\_\_

Custodial Services Needed: Yes \_\_\_\_\_ No \_\_\_\_\_

(hourly fee, if applicable, is (\$ Amount))

***We hereby agree to assume the responsibility for supervising the above activity and to abide by the policies, rule and regulations governing the use of the school facilities. We further agree to leave the school facility in as good or better condition as when our organization began using it.***

Signed: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fees: \_\_\_\_\_ (\$ Amount)