



Request for School Facilities Use

Date: _____ School: _____

Organization: _____

Date(s) Requested: _____

Hours of Permit: _____ Hours of Event: _____

Purpose: _____ Number of People Expected: _____

<u>Requirements</u>	<u>Check All Desired</u>	<u>Equipment Needed</u>	<u>Indicate Number</u>
Classroom(s) numbers	_____	Chairs	_____
Cafeteria	_____	Tables	_____
Media Center	_____	Cafeteria Tables	_____
Gym	_____	Lectern	_____
Halls & Toilets	_____	Microphone	_____
Playground Area	_____	TV/VCR	_____
LGI	_____	Overhead Projector	_____
Other	_____	Other	_____

Special Set-Up: Explain and/or draw on the back of this form: _____

Check One Category:

_____ School Related

_____ Service Fee

_____ Service Fee + Rental

Rental and Service Charges:

Building Rental _____

Service Fee _____

Cafeteria Fee _____

Other _____

TOTAL _____

Service charges are approximate only. Please do not remit until billed. The district reserves the right to pre-empt or cancel any permit two weeks prior to the event if a scheduled school-related event is in conflict with the permit.

Approvals: (To be completed by Maintenance Supervisor).

I/We hereby agree that I/We have read and will abide by the attached rules and regulations for buildings and facilities use.

Building Contact Date

Authorized Representative (Print)

FPS Authorization Date

Address

City/State/Zip

Phone Number

Signature

Copy to:

_____ Morawski	_____ Custodians	_____ YMCA	_____ Kitchen	_____ Annette
_____ Gym	_____ Media Center	_____ Art	_____ Music	_____ Other