

USE OF SCHOOL FACILITY and EQUIPMENT APPLICATION

All Requests Must be Submitted 15 Days Prior to Use/Activity

PLEASE CHECK CLASS	Ins. Coverage
Class A: _____ School Organizations, Clubs, PTO, Booster Clubs, Band Parents, Alumni, Etc.	N/A
Class B: _____ Non-fund raising activity, Little League, Boy/Girl Scouts, Civic Group, Etc.	\$200,000
Class C: _____ Civic or community group that involves fund raising and pays rental fee.	\$500,000
Class D: _____ Any outside organization which meets Board Policy and pays rental fee.	\$500,000

1. Organization _____

2. Contact Person _____ Phone _____

Address _____

Building Requested _____

3. Area Requested (Be Specific) _____

4. Purpose _____

5. Request for:

Day(s)/Date(s)	Time (from-to)	# Hours	Representative (*)	# Attending
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(If additional space is needed, please attach a typed or printed schedule)

(*) You must list the designated representative of your group that will be present at the activity and responsible for the supervision.

List Material(s) and/or Equipment Required _____

Signature of Person Completing the Application Date

<u>Fees to be Charged:</u>	To be completed by Business Office
Facility _____	
Custodial Personnel _____	(Estimated time services will be requested _____)
Security Personnel _____	(Estimated time services will be requested _____)
Kitchen Personnel _____	(Estimated time services will be requested _____)
Equipment Rental _____	(Estimated time equipment will be requested _____)
Trash Removal _____	
Total Estimated Charges _____	

	Approved	Denied
Director of Physical Plant/ Date _____	_____	_____
Business Administrator/Date _____	_____	_____
Building Principal/Date _____	_____	_____
Athletic Director/Date _____	_____	_____
Director of Food Service/Date _____	_____	_____