

REQUEST FOR USE OF SCHOOL FACILITIES/RENTAL FORM

Today's Date: _____

Name of Organization: _____

Describe the activity: _____

Person responsible for the activity:

Name: _____

Mailing Address: _____

Telephone: _____ Home: _____ Work: _____

School Requested: _____ Space/Room(s) requested: _____

Describe any required set-up and /or equipment needed: _____

Date Requested: _____ Time: From _____ To _____

Is the event open to the public? _____ Number expected to be in attendance: _____

Admission fee to be charged: _____ **Yes** _____ **No**

I have received a copy of the Use of School Facilities and agree to abide by the Policy.

Signature: _____

Principal's recommendation and comments: _____

Date: _____ Principal's Signature: _____

Superintendent's Action:

Estimated Fees:

____ Approved ____ Disapproved _____ Custodial ____ Room ____ Other

Date: _____ Superintendent Signature: _____

____ Attached is a certificate of insurance when use is during a time when school personnel/custodian is not available.

____ Name of School Personnel who will be available: _____

Adopted: October 5, 2004 Revised: 2/2/2006, Revised First Reading: March 28, 2017,
Revised Second Reading & Approval April 11, 2017