

**REQUEST FOR USE OF SCHOOL FACILITIES**

Date\_\_\_\_\_

Request for use of \_\_\_\_\_ School

Date of use\_\_\_\_\_

Starting time \_\_\_\_\_ Ending time\_\_\_\_\_

Request made by

\_\_\_\_\_  
(sponsoring group or organization)

Purpose of use

\_\_\_\_\_

Facilities desired

\_\_\_\_\_  
(rooms, areas, etc.)

Equipment needed

\_\_\_\_\_

Admission charge: Yes\_\_\_\_\_ No \_\_\_\_\_

Custodian required: Yes\_\_\_\_\_ No \_\_\_\_\_

Comments:\_\_\_\_\_

\_\_\_\_\_  
The undersigned user of school facilities hereby agrees to:

1. Observe the rules and regulations for the use of school facilities as established by the Board of Education in the attached policy statement.
2. Assume full responsibility for loss or damage to school district property resulting from such use.

\_\_\_\_\_  
Sponsor

For school use:

Approved: Yes\_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Administrator

Date\_\_\_\_\_

Fee required: Yes\_\_\_\_\_No \_\_\_\_\_

Amount:\_\_\_\_\_