

## APPLICATION FOR USE OF SCHOOL BUILDING

Date: \_\_\_\_\_ , \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

**FACILITIES REQUESTED**

Starting Date: \_\_\_\_\_ , \_\_\_\_\_

Day(s) of the week:

M T W TH F S SU

Building Requested: \_\_\_\_\_ Ending Date: \_\_\_\_\_ , \_\_\_\_\_

Space / Room Desired: \_\_\_\_\_

Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm Actual Event Start Time: \_\_\_\_\_ am/pm Number Expected: \_\_\_\_\_

Purpose for which space is being used: \_\_\_\_\_

Special Equipment Needed: \_\_\_\_\_

**\*\*Please attach sketch of set up design desired\*\***

Work order #: \_\_\_\_\_ Risers # \_\_\_\_\_ Chairs # \_\_\_\_\_ Tables # \_\_\_\_\_ Wastebasket # \_\_\_\_\_

Other \_\_\_\_\_

AV Equipment Requested:

☐ Mic ☐ Podium ☐ LCD Projector ☐ Screen ☐ Computer ☐ Electronic Media

Will there be an admission fee? Yes No Amount: \$ \_\_\_\_\_

Are you charging members of your group to participate? Yes No Amount: \$ \_\_\_\_\_

### DO NOT UNPLUG ANY EQUIPMENT OR YOU WILL JEOPARDIZE THE USE OF THE FACILITY FOR YOUR GROUP

I hereby agree to hold myself personally responsible for supervision of the above group, for the conduct of all persons present, and for any damage that may result to school property. I further agree to be responsible for all charges that may be incurred. I have read and concur with the conditions as outlined in the School Facilities Handbook.

It is recommended that you contact the building office one week prior to your event for contact info of personnel assigned to the facility on that date.

I understand that neither the Board of Education nor any of its employees assume liability in the event of an accident or loss of personal property at any site where activities are held. The applicant agrees to hold the Board of Education harmless for any accident or loss that may occur on school property during the permitted use.

Building Principal/Administrator \_\_\_\_\_ Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_ , \_\_\_\_\_

### PERMIT FOR USE OF PUBLIC SCHOOL FACILITIES

(For Board of Education Use)

Estimated Charges: Building Use: \$ \_\_\_\_\_ Support Services: \$ \_\_\_\_\_  
Rental Fee: \$ \_\_\_\_\_ Personnel Fee: \$ \_\_\_\_\_

Total: \$

Facilities will NOT be available on the following dates: \_\_\_\_\_

You have been granted use of the above-mentioned facility in accordance with the conditions as signed by you on the above application.

Approved by: \_\_\_\_\_