REQUEST FOR USE OF FACILITIES

TO BE COMPLETED BY APPLICANT

Check the facilities desired:

FACILITY		PER HOUR FEE
Classrooms:	$_____	
Number of Classrooms Desired _____		
Location - Room Number(s): _____		
_____		
Library	_____	$_____
Gymnasium	_____	$_____
Kitchen	_____	$_____
Cafeteria	_____	$_____
Auditorium	_____	$_____
Swimming Pool	_____	$_____
Computer Lab	_____	$_____
Ind. Arts Room	_____	$_____
Other Building Space:		$_____
Specify Space and Location:		
_____		
_____		
_____		
Playfield:	_____	$_____

Group/Individual Making Request _____

Percentage of persons in the group who are residents of the School District: _____%

Address of Applicant: (Street) _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Business Phone: _____

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Request for Facility Use Building _____

1. Purpose of function (Brief): _____

2. Cost of admission or fees: $_____

3. Describe any items to be sold: _____
_____

4. Purpose of money received. _____
_____
_____

5. Type of materials to be distributed? _____
_____

6. Number of people attending? _____

7. Day(s) and Date(s) and Time(s) needed: _____
_____

8. Equipment requested. Describe in detail (number of chairs, number and type of tables, movie projector, PA system, etc.)

_____
_____
_____
_____
_____
_____
_____

9. Describe setup required, if other than normal: _____

_____
_____
_____
_____

10. A $_____ deposit is required for those in categories 3, 4, and 5 as specified in administrative guidelines for Board policy 7510. The deposit is refundable with forty-eight (48) hour notice of cancel option.

11. User fees are due and payable upon receipt of School District billings which will be made at the conclusion of use.

"The applicant hereby agrees to indemnify and hold harmless the School District from any liability for damages to any person or property in or about the School District premises from any cause whatsoever. All persons or groups using school facilities shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order."

Applicant _____ Date _____
Signature

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Request for Facility Use Building ____

Category of User: (See AG 7510B)

1. Category 1 _________
2. Category 2 _________
3. Category 3 _________
4. Category 4 _________
5. Category 5 _________

Charges to User:		Estimated *Cost*	Actual Cost to Date	Final Actual Cost
1.	Facility Rental	________	________	________
2.	Equipment Rental	________	________	________
3.	Custodial Cost	________	________	________
4.	Food Service Cost	________	________	________
5.	Lifeguard Cost	________	________	________
6.	Damages	________	________	________
7.	Other:	________	________	________
	______________	________	________	________
	______________	________	________	________
	______________	________	________	________
TOTAL COST:		________	________	________
LESS DEPOSIT RECEIVED:		________	________	________
BALANCE OWED:		________	________	________

* *

______ This request is fully approved except for any limitations noted under "Comments" below.

______ This request is **NOT** approved. Reasons noted under "Comments" below.

COMMENTS: ____

____

____

Signed: ______________________________________ Date:______________________

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Request for Facility Use Building _____

NOTE TO BUILDING ADMINISTRATOR:

A. If approved, send original copy of this form along with the deposit to the _____. If not approved, send a photocopy to the applicant with the deposit.

B. The following must be done by the next Wednesday following the last day of use:

1. Complete the "Final Cost" column.

2. Stamp with red ink "OK to Bill" in upper right corner.

3. Send the red stamped copy to the _____ in the _____.

C. When the bill is sent to the user, a copy will be sent to the _____.

D. The _____ will attach the copy of Final bill to the copy of the approved application and place it in a Closed file.

E. On the first work day of each month, the _____ will check all open files. If bills have not been received as required, a memorandum will be sent to the respective building administrator asking for an explanation. A copy of that memo will be sent to the _____.

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