

REQUEST FOR USE OF SCHOOL FACILITIES

TO: Principal: _____ School Building: _____

We seek permission to use the following school facilities:

Area / Rooms: _____

Date	Time Entering Building	Time Exiting Building	Event Start Time	Event End Time

Name of Adult in Charge: _____

Purpose: _____

We (will) / (will not) charge an admission fee. We expect an attendance of approximately _____ persons.

We require use of the following, and understand there is a charge for such use:

- | | |
|---------------------------|-----------------------------------|
| _____ Stage | _____ Podium |
| _____ Stage Lighting | _____ Podium with microphone |
| _____ Piano on stage | _____ Microphone Stand |
| _____ Piano on floor | _____ Ticket Table & Chairs (no.) |
| _____ Projector | _____ Gymnasium shower |
| _____ Wired Microphone | _____ Folding chairs (#) |
| _____ Wireless Microphone | _____ Large Folding Tables (#) |

Additional requests or comments: _____

It is understood that School Corporation activities have preference over outside activities in using the school buildings and this request is subject to cancellation if the requested facility is needed for a school activity.

If this permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above-mentioned school facilities, and to be responsible for replacement in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, we agree that there shall be no use of tobacco or controlled substances in the school building.

Name of Organization/person/group

By: _____
Signature

Address: _____ Telephone: _____

THIS SPACE FOR CORPORATION USE

This request has been approved and granted.

RENTAL \$ _____ OTHER FEES \$ _____

All rental and other fees are payable in advance and checks are to be made payable to _____.

This approval is subject to certain other conditions as set forth below:

Principal's Signature

Date

This request cannot be granted for the following reason(s):

Principal's Signature

Date