

Application for Use of School Facilities

This Form **must be** submitted to Principal at least 7 days before the event.

Date Submitted: _____ Date of Event: _____

Organizations: _____ Purpose: _____

Starting Time: _____ Closing Time: _____

Facilities Requested: Please check (Participants)

____ Auditorium ____ Gymnasium ____ Cafeteria ____ Dining Area Only

____ Kitchen Area Only ____ Dining and Serving Only ____ Athletic Field

____ Others _____

(To be Used by School Officials)

Facility Use _____ Hr. @ _____ = _____

Supervision _____ Hr. @ _____ = _____

Custodial _____ Hr. @ _____ = _____

Total Fee _____

Signatures:

School Personnel to Work: _____

Person Responsible for Organization Making Application: Approving School Official:

Name _____

Phone Number _____ Estimated Cost of Use: _____

Address _____