



PRELIMINARY APPLICATION FOR USE OF SCHOOL FACILITIES

ORGANIZATION: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

ADDRESS: STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (WORK) \_\_\_\_\_ (HOME) \_\_\_\_\_

PURPOSE OF USE: \_\_\_\_\_  
 \_\_\_\_\_

DATES:		DAY(S)	HOURS		FACILITY REQUESTED	AREA(S)
FROM	TO		FROM	TO		
EXCLUDED DATES: _____						

\*\*\*#11. The Board reserves the right to add additional charges for energy consumption.

\*\*#17. When technical equipment or school equipment is used extensively, a designated school employee must be present and have strict supervision of its use. The cost of the employee will be determined by the Board of Education and will be noted on the application.

ESTIMATED ATTENDANCE: ADULTS: \_\_\_\_\_ CHILDREN \_\_\_\_\_

EQUIPMENT NEEDED: \_\_\_\_\_

FEES QUOTED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE: \_\_\_\_\_ COMPLETED BY: \_\_\_\_\_

\*\*\* SECTION BELOW FOR SCHOOL USE ONLY \*\*\*

Application Received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Insurance Certificate Received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Asst. Supt. For Business X \_\_\_\_\_