

USE OF FACILITY/EQUIPMENT REQUEST

Dear Community Member,

Thank you for requesting to use the school building for an event. This school is a public facility and as such we want to make it available for the public's use, as long as it doesn't interfere with school sponsored activities.

Normally we do not charge for the use of the school and equipment by community individuals and groups. However, a fee may be charged for some uses by non-community groups or for clean-up by school staff. Please abide by the following rules:

- All safety regulations must be followed.
- Minors are NOT to be left unsupervised.
- Turn off lights and computers.
- Make sure doors are closed.
- Report any problems to the Office.
- Clean up so the room is in as good condition as when you started to use it. (a fee may be assessed if room is not cleaned properly)

If your plans change regarding the building's use, please let us know as soon as possible.

Sincerely,

Diane Johnson
Superintendent

ADULT: _____ PHONE: _____

ADDRESS: _____

EMAIL: _____

ORGANIZATION: _____

DATE OF USE: _____ TIME OF USE: _____

ROOM(S) REQUESTED: _____

EQUIPMENT NEEDED: _____

SPECIAL NOTES: _____

It is further understood that the above individual/organization shall not violate laws and policies regulating the use of public school facilities, shall assume full responsibility for property damage resulting from use, and shall pay fees and wages as indicated. The above individual/organization accepts all risks and liabilities associated with the use of the building/equipment.

Organization Representative – Date

Administrative Approval - Date

- Office Use Only -

Maintenance Copy _____ Copy Date placed on Google Calendar _____