

NEPN/NSBA Code: KF-E

REQUEST FOR USE OF SCHOOL FACILITIES FORM

Person responsible for the activity: _____

Name of Organization: _____

Describe the activity: _____

Mailing Address: _____

Telephone: _____

Space/Room(s) requested: Gym _____ Kitchen _____ Other: _____

Date(s) Requested: _____ Time: From _____ To _____

Is the event open to the public? Yes _____ No _____

Admission fee to be charged: _____ Yes _____ No

Signature: _____ Date: _____

Estimated Fees: _____ School personnel will be available _____

Principal's recommendation and comments: _____

____ Approved _____ Denied: Reason for Denial: _____

Principal's Signature: _____ Date: _____

By signing this form, I agree to the following:

1. I have received a copy of the Community Use of School Facilities Policy and agree to abide by the policy.
2. If not school sponsored, any issues will be delegated to the local police department. Also, the administrator of the building will be notified during the next school day of why police assistance was needed.
3. Area used will be clean and windows will be closed. If the gym is used, it will be swept and trash will be picked up from bleachers and floor.
4. Necessary keys will be returned during the next school day.

Inappropriate use or failure to obey expectations in the policy may result in future denial of building use.