

Request to Use School Facility

Name of organization _____

Date(s) of activity: _____ Type or nature of activity: _____

Building requested: CMHS CES District Office, area _____

Area to be used: Classroom(s) Rm # _____: Kitchen: Commons: Auditorium:

Gym(s) --- CMHS Upper Lower : CES Cardiff Nehalem : OLD MS GYM

Athletic Fields: Football Baseball Other Facility: _____

Times: Enter/Setup _____ Program/Activity _____ Exit _____

Approximate expected number in attendance _____

Purpose of activity: Fundraiser Community Non-Profit Public Service For Profit

For whom or what will proceeds be used? _____

List equipment needed: slide/overhead projector, screen, PA system, chairs, tables. Be specific

The following conditions and/or charges may apply:

1. A district kitchen employee must be present during use of kitchen facilities.
2. If custodial services exceed normal daily duties for any district facility a charge may be levied.
3. Auditorium lights and sound system may only be used by trained personnel, and a charge may be applied.

Rates. Custodial _____ Kitchen _____ Other _____

The organization using the requested facility is responsible for clean up and any damage. Final approval will be given by the district administration.

The individual signing this request and the organization represented agrees to hold the School District and related personnel harmless from any physical damage or personal injury that may occur due to the use of District property.

Keys may be picked up, following final approval, the last working day before the requested activity. Keys must be promptly returned.

Print name _____ Sign name _____ Phone _____

Mailing address _____ **Date Submitted** _____

District Use Only:

1. Building Calendar Approval (required) _____

2. Custodial _____ Kitchen _____ Athletic Director _____

3. Building Principal Approval (required) _____

4. District Office Approval (required) _____