



**DEPARTMENT OF FACILITIES**  
**THE SCHOOL BOARD OF GADSDEN COUNTY**

**Roger P. Milton**  
*Superintendent*

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*"Putting Children First"*

**Request to Use Towable Charcoal Grill**

Name of District Employee Requesting Use: \_\_\_\_\_

Select the site that the grill will be used at:

- |   |   |  |
|---|---|--|
| <input type="radio"/> Carter Parramore Academy  | <input type="radio"/> Chattahoochee Elem          | <input type="radio"/> Gadsden County High            |
| <input type="radio"/> Gadsden Elem Magnet       | <input type="radio"/> Gadsden Technical Institute | <input type="radio"/> George Munroe Elem             |
| <input type="radio"/> Greensboro Elem           | <input type="radio"/> Havana Magnet               | <input type="radio"/> Shanks Middle                  |
| <input type="radio"/> Stewart Street Elem       | <input type="radio"/> West Gadsden Middle         | <input type="radio"/> Walker Administration Building |
| <input type="radio"/> Transportation Department | <input type="radio"/> Head Start/PreK             | <input type="radio"/> ESOL                           |

Date of Requested Use: \_\_\_\_\_

Time to be delivered (between 8:00am and 3:30pm Monday through Friday): \_\_\_\_\_

Where at this location should it be delivered: \_\_\_\_\_

Date of Requested Pick Up: \_\_\_\_\_

Time Ready for pick up (between 8:00am and 3:30pm Monday through Friday): \_\_\_\_\_

Please keep in mind:

1. Allow sufficient time for you to completely clean the grill after it has cooled off. The pick up time requested above must allow for this time to cool off and clean the grill. A cleaning kit with supplies will be included.
2. If a site uses the grill and returns it dirty then they will be given one opportunity to immediately travel to the Facilities Department and properly clean the grill or will be banned from it's use for a period of three (3) years.
3. This document must be completely filled out and attached to a School Dude work order request.
4. By signing below, the District Employee understands and agrees to these requirements and responsibilities.

Signature of District Employee Requesting Use: \_\_\_\_\_