

REQUEST FOR USE OF SCHOOL FACILITY

I, \_\_\_\_\_, on behalf of myself or the following organization, \_\_\_\_\_, request the use of the following school facility, \_\_\_\_\_, on the following day(s) \_\_\_\_\_ and time(s) \_\_\_\_\_ for the purpose of: \_\_\_\_\_.

I understand that the rental fee and custodial fee is required for the use, unless waived by the Board of Education.

I am \_\_\_\_\_/am not \_\_\_\_\_ requesting a waiver of the rental fee (check one.)

I further understand that by my signature below, I, and the organization for which I am requesting the use of the school facility (if applicable), accept full responsibility for any damage to school property which may unfortunately occur during the time the use is requested and for which time the use has been approved.

Additionally, if a key is issued, the person making this request will be held responsible for that key and will not loan it to anyone else and, furthermore, will be responsible for turning out all lights and locking all doors. If locks have to be rekeyed because "extra keys" have been made, the person making this request will be liable for the expense of the rekeying the doors. Upon completion of the activity, the key will be promptly returned to the Superintendent.

Date request \_\_\_\_\_ Signature \_\_\_\_\_

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Request approved: \_\_\_\_\_

Request denied: \_\_\_\_\_

Fee waiver if request approved: \_\_\_\_\_  
date

Fee waiver if requested denied: \_\_\_\_\_  
date

Date of response to request: \_\_\_\_\_

By: \_\_\_\_\_  
Superintendent or, if applicable, Board President

Key issue: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

Date key returned: \_\_\_\_\_