

**Hicksville Exempted Village Schools**  
**REQUEST FOR USE OF SCHOOL FACILITIES**  
For School Organizations

Your name \_\_\_\_\_ Today's Date \_\_\_\_\_

Organization \_\_\_\_\_

Name of Activity \_\_\_\_\_

I/We seek permission to use the following school facilities:

- |                           |   |
|---------------------------|---|
| Auxiliary Gymnasium       | Main Gymnasium                                |
| Commons                   | Kitchen                                       |
| Community Room (Room 125) | Community Room w/ Mini-Kitchen (Room 123/125) |
| Other _____               | Stage   |

Required Information:

Day	Date	Time: From	To

Purpose:

\_\_\_\_\_

\_\_\_\_\_

We wish entrance to the building at: \_\_\_\_\_ (time)

We will vacate the building by: \_\_\_\_\_ (time)

Admission fee will be charged:      Yes      No

We expect an attendance of approximately \_\_\_\_\_ persons.

We require use of the following items:

- |                                     |   |
|-------------------------------------|---|
| Stage                               | Podium  |
| Special Lighting                    | Ticket Table & Chairs (Number _____)                |
| Piano (on stage)                    | Gymnasium Showers                                   |
| Folding Chairs (Number _____)       | Projector   |
| Large Folding Tables (Number _____) | Projection Screen                                   |
| Bleachers                           | <b>Custodial Services*</b> for setup and/or cleanup |

**\*NOTE: Required use of Custodial Services @ 20.00/hour is at the discretion of the administration.**

Please describe additional requests, and/or attach a sketch of the set-up required for your activity.

---

---

This group is comprised primarily of taxpayers of the HEVSD which IS NOT MAKING A PROFIT through its use of school facilities.

This group is comprised primarily of taxpayers of the HEVSD which IS MAKING A PROFIT through its use. See attached building use rate schedule.

This group is NOT comprised primarily of taxpayers of the HEVS district, See attached rate schedule.

*ALL groups are responsible for:*

1. *Wages and benefits of custodian/s for extra time served for set-up, clean-up, opening/closing of the building if required for the activity.*
2. *Wages and benefits of cook/s for extra time served. Any time the kitchen is being used, a cook must be on duty.*

*It is understood that School District activities have preference over outside activities in using the school buildings and this request is subject to cancellation if the requested facility is needed for a school activity. In addition, failure to comply with the policies and procedures may result in loss of building and facilities privileges.*

*If this permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above-mentioned school facilities, and to be responsible for replacement in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, we agree that there shall be no use of tobacco or controlled substances in the school building.*

*The signature of the adult below signifies receipt and acceptance of HEVS Board Policy #7510, and all charges incurred as a result of building use (if applicable).*

\_\_\_\_\_  
Signature Printed Name

Mailing/Billing Address: \_\_\_\_\_  
Telephone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

\_\_\_\_\_  
Name/Title of Organization or Group

.....  
**THIS SPACE FOR DISTRICT USE**  
This request has been approved and granted.

RENTAL \$ \_\_\_\_\_ OTHER FEES \$ \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature Date