

Approved By: _____

Date: _____

BUILDING USEAGE REQUEST FORM

My organization, _____ is requesting use of the:

High School

K.C. Ling Elementary School

Middle School

Hemlock Elementary School

Board of Education Office

on _____, _____, 19____ at _____ .m. until _____ .m.
(day) (date) (time) (time)

for the purpose of _____

We would need to use the following room(s):

Gym

Classroom # _____

Multi-Purpose Room

Cafeteria

Kitchen*

Other - _____

Auditorium

We would need the following equipment:

Tables - How many? _____

Speaker System

Chairs - How many? _____

TV/VCR

Film Projector

Other - _____

We understand that we will be allowed the use of the area of the building requested and the restroom facilities. It is the responsibility of our organization to maintain supervision of any minors involved and we will be liable for any damages incurred as a result of their actions. It is required that a custodian be in the building when the building is in use and we realize that if this request results in custodial overtime pay that we are responsible for reimbursement.

Address: _____

City, State, Zip: _____

Phone Number: _____

Printed Name

(Signature)

*Use of the kitchen requires the presence of Food Service personnel resulting in a charge for this useage.