

# TWO RIVERS SCHOOL DISTRICT

## \*REQUEST FOR USE OF SCHOOL FACILITIES\*

Name of person/organization requesting facility: \_\_\_\_\_

Person responsible: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Date & Time requested: \_\_\_\_\_

Estimated number of people attending: \_\_\_\_\_

**\*\*\*IF YOU ARE REQUESTING THE USE OF A TWO RIVERS FACILITY, YOU **MUST** PICK UP THE KEY FROM THE HIGH SCHOOL OFFICE DURING BUSINESS HOURS THE DAY **BEFORE** THE EVENT. KEYS WILL NOT BE GIVEN OUT TO ANYONE OUTSIDE OF BUSINESS HOURS, NOR WILL TR STAFF COME UNLOCK A FACILITY ON THE WEEKEND IF YOU DID NOT PICK UP THE KEY.**

**ALL TRASH MUST BE CLEANED UP AND TAKEN OUT, TOILETS FLUSHED, AND THE FACILITY LEFT CLEAN. THERE WILL BE A \$250 CLEANING FEE IF THE FACILITY YOU USED IS LEFT UNCLEAN.**