**REQUEST FOR RENTAL/USE OF FACILITIES APPLICATION**

**Middle School – 8th grade banquet**

NAME OF REQUESTING ORGANIZATION

**Cafeteria**

AREA OF THE FACILITY

**Michelle Lawrence** **May 18, 2012**

PERSON SUPERVISING ACTIVITY DATE(S) REQUESTED

TIME: **5pm – 11pm**

(Please specify AM or PM )

THE REQUEST AREA(S) OF THE FACILITY WILL BE USED FOR THE FOLLOWING ACTIVITIES:

**8th grade dinner and dance**

Is the organization planning to conduct sales on school premises?Choose an item.

SCHOOL EQUIPMENT TO BE USED: **tables and chairs**

APPROXIMATE #OF PERSONS: **80**

I request waiver of the rental fee. Please X if applicable

I request waiver of the charge for custodian. Please X if applicable

Fee Schedule

The organization agrees to pay the applicable fee(s) for the use of District facilities

Facility/Equipment Fee $**Click here to enter text.** Personnel Cost $ **Click here to enter text.**

Insurance Cost $**Click here to enter text.** Total Cost $**Click here to enter text.**

I have read the Rules and Regulations for Community Use of School Facilities and agree on behalf of the requesting organization to assume personal responsibility for the proper use of the above named areas of the facility.

**Michelle Lawrence** **Click here to enter text.**

SIGNATURE OF PERSON MAKING Address

REQUEST ON BEHALF OF THE PHONE

ORGANIZATION Home **enter text.** Cell **text.**

DATE **Click here to enter text.**

*In the event school is closed due to weather conditions, all scheduled activities, with the exception of dinner meetings, will be cancelled and opportunity to reschedule or refund rental fee(s) will be made.*

**AREA BELOW FOR OFFICIAL USE ONLY**

**Martha Sebring** **Click here to enter text.**

MARTHA SEBRING for Café Requests JON JONES/LINDA EDMONDSON for Gym Requests

**Click here to enter text.** **Roxann Booth**

KEITH HOWARD for Auditorium Requests PRINCIPAL

**Type signature here** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

SUPERINTENDENT BOARD CHAIR DATE