

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

Upper Elementary School Music  
NAME OF REQUESTING ORGANIZATION  
High School Auditorium  
AREA OF THE FACILITY

Sara Bibee  
PERSON SUPERVISING ACTIVITY

Tuesday, May 7, 2013  
DATE(S) REQUESTED  
TIME: 6-8PM  
(Please specify AM or PM )

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

Upper Elementary Talent Show

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

SCHOOL EQUIPMENT TO BE USED: Stage Audio and Lighting

APPROXIMATE #OF PERSONS: 30 students, plus parents/guardians

☐ 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

NA 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.

Click here to enter text.

Sara Bibee

SIGNATURE OF PERSON MAKING  
REQUEST ON BEHALF OF THE  
ORGANIZATION

Click here to enter text.

Address

PHONE

Home enter text. Cell (859) 620-1002

DATE Feb 5, 2013

*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**

Click here to enter text.

MARTHA SEBRING for Café Requests  
Requests

Keith Howard

KEITH HOWARD for Auditorium Requests

Click here to enter text.

JON JONES/LINDA EDMONDSON for Gym

Jon Jones / Linda Edmondson

PRINCIPAL

Type signature here

SUPERINTENDENT

BOARD CHAIR

DATE