

REQUEST FOR RENTAL/USE OF FACILITIES APPLICATION

Middle School – 8th grade banquet

NAME OF REQUESTING ORGANIZATION

Cafeteria

AREA OF THE FACILITY

Michelle Lawrence

PERSON SUPERVISING ACTIVITY

May 17, 2013

DATE(S) REQUESTED

TIME: 3pm – 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

SIGNATURE OF PERSON MAKING
REQUEST ON BEHALF OF THE
ORGANIZATION

Click here to enter text.

Address

PHONE

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

Click here to enter text.

MARTHA SEBRING for Café Requests
Requests

Click here to enter text.

JON JONES/LINDA EDMONDSON for Gym

Click here to enter text.

KEITH HOWARD for Auditorium Requests

Roxann Booth

PRINCIPAL

Type signature here

SUPERINTENDENT

BOARD CHAIR

DATE