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

**Gallatin County Family Resource Center**

NAME OF REQUESTING ORGANIZATION

**Preschool Classrooms**

AREA OF THE FACILITY

**Conte Flowers** **April 22, 2013**

PERSON SUPERVISING ACTIVITY DATE(S) REQUESTED

 TIME: **4:00 – 6:30**

 (Please specify AM or PM )

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

**Gardening Workshop for Head Start and Preschool – Presenter from Lexington, KY**

Is the organization planning to conduct sales on school premises?NO

SCHOOL EQUIPMENT TO BE USED: **Preschool Classrooms, tables, chairs**

APPROXIMATE #OF PERSONS: **30-40**

[ ]  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.

**Conte Flowers** **50 Paw Print Path**

SIGNATURE OF PERSON MAKING Address

REQUEST ON BEHALF OF THE PHONE

ORGANIZATION Home **(859)567-4900** Cell **(859)912-2341**

DATE **April 11, 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.** **Click here to enter text.**

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

**Click here to enter text.** **Click here to enter text.**

KEITH HOWARD for Auditorium Requests PRINCIPAL

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SUPERINTENDENT BOARD CHAIR DATE