



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

On List \_\_\_\_\_  
D/E \_\_\_\_\_

# \_\_\_\_\_  
SCHOOL YEAR \_\_\_\_\_ / \_\_\_\_\_ Qtr(s) \_\_\_\_\_

## APPLICATION AND PERMIT FOR DISTRICT DEPARTMENTS USE OF FACILITIES

1. Name of Department / School: \_\_\_\_\_ Program: \_\_\_\_\_  
(Department, School)
2. Applicant Making Request: \_\_\_\_\_ Return Permit To: \_\_\_\_\_  
(Name of Employee) Department / School
3. Facilities Requested: (School / Location) \_\_\_\_\_ Room / Area: \_\_\_\_\_  
Requesting Custodial Services?: Yes  No  How Long? \_\_\_\_\_ Special Equipment/Furniture: \_\_\_\_\_

Day(s) of Use	Date(s) of Use	Time / Hours	Description of Activity / Nature or type of intended use	Estimated Attendance

**\* ALL applications MUST be received at least three (3) weeks prior to scheduled event.\***  
**\* ALL applications automatically expired on June 30th of each Fiscal Year.**

**IF this is a summer program that runs from June to July you must submit two (2) applications.**

### DECLARATION OF APPLICANT

1. Nature or type of intended use: \_\_\_\_\_  
 2. I hereby certify that this is an approved District sponsored activity.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Printed or Typed Name of Employee: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Signature of Employee's Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Printed or Typed Name of Supervisor: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

1. SITE AVAILABILITY: YES  NO  \_\_\_\_\_  
School Site Administrative Office Date

2. Custodial Services Required: YES  NO  \_\_\_\_\_  
Custodial Supervisor Date

a. Custodian Assigned: \_\_\_\_\_  
Name of Assigned Custodian

3. CNS Approval: (Only if Kitchen is requested) YES  NO  \_\_\_\_\_  
Director, CNS Date

a. CNS Employee Assigned: \_\_\_\_\_  
Name of Assigned CNS Employee

4. Applicable Fee(s) Rec'd: YES  NO  \_\_\_\_\_  
Accounting Assistant Date

a. Applicable Fee(s): \_\_\_\_\_

5. DISTRICT APPROVAL: YES  NO  \_\_\_\_\_  
Facilities & M.O.T. Manager Date

**USE OF ALCOHOL, DRUGS, AND TOBACCO ARE STRICTLY PROHIBITED ON SITES (BUILDING, GROUNDS, SCHOOL SPONSORED EVENTS, AND SERVICES PROVIDED BY EMPLOYEES OFF CAMPUS), AND IN VEHICLES OWNED AND/OR OPERATED BY ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT EMPLOYEES. VIOLATION OF THIS POLICY SHALL IMMEDIATELY VOID THIS PERMIT.**