

SCHOOL FACILITIES

9150F2

Rental and/or Use of School Property Form

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BUILDING USE/ KEY REQUEST FORM

Name: _____ Date: _____

Date (s) Requested for Building Use/Key Use: _____

Building Access Requested: _____

Event or Function: _____

Key Deposit of \$50.00 to be paid when key is picked-up: \$ _____

Key Return Date: _____

Agreement:

I, the undersigned, agree to be responsible for the key checked out to me. I agree to NOT make unauthorized copies of the key entrusted to me, nor will I loan out said key to other persons for any reason. I further agree to secure the building at the end of the event and not allow unauthorized use of the building after I leave the premises.

SIGNATURE

DATE

SCHOOL FACILITIES

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Rental and/or Use of School Property Form (Cont'd)

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FOR OFFICE USE ONLY:

KEY #: _____ Checked out by: _____

Checked IN (Date): _____

Checked in by: _____

Key Deposit Returned: _____
(amount)

Additional Dates Requested

Date(s) of Use: _____ Time _____ to _____

Date(s) of Use: _____ Time _____ to _____

Date(s) of Use: _____ Time _____ to _____

Date(s) of Use: _____ Time _____ to _____

Date(s) of Use: _____ Time _____ to _____

Date(s) of Use: _____ Time _____ to _____

Date(s) of Use: _____ Time _____ to _____

Date(s) of Use: _____ Time _____ to _____

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