

Facilities Use Agreement Schedule for Multi-Use

Month: _____

Requested Facility: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Name of Coach: _____ Contact Number: _____ Contact Email: _____

Per Policy 910

Use of Equipment:

- It shall be the policy of the schools not to lend such equipment as tables, chairs, projectors, tape recorders, record players, radios, or other such equipment. The only exception to this would be as a joint venture with either civic or other public supported institutions. In any event, such a venture must be handled through the building principal. Exceptions to this rule may be made by the Superintendent on a case by case basis.
- Requests for the use of all school facilities by outside organizations shall be made to the principal of the school involved. Time and dates shall be approved by the principal prior to forwarding to the Activities Director.
- The principal is responsible for arranging the custodial service in coordination with the Maintenance Supervisor, if necessary.
- Keys to school buildings and other school facilities may be issued only to employees of the school district.