

**Northridge Local School District
Request for Use of School Facilities Form**

Name of Organization/Group/Person: _____ **Date:** _____

Address: _____
Street City State Zip

Day(s) and Date(s) Requested: _____

From Approximately: _____ AM / PM **TO** _____ AM/ PM

For the Purpose of: _____

Use of Building Room(s), etc: _____

We require the use of the following:

- | | | |
|------------------------------|---------------------|--------------------------------------|
| ___ stage | ___ speaker lectern | ___ special lighting |
| ___ projector | ___ folding chairs | ___ large table(s) ___ number needed |
| ___ ticket table(s) & chairs | ___ piano on stage | ___ piano on floor |
| ___ gymnasium showers | ___ custodian | |

Additional _____

Notes: _____

It is understood that School District activities have preference over outside activities in using the school buildings and this request is subject to cancellation if the requested facility is needed for a school activity. If this permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above-mentioned school facilities, and to be responsible for replacement in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, we agree that there shall be no use of tobacco or controlled substance in the school building.

Signature of Person filling out form: _____

Printed Name: _____ **Title within Organization:** _____

Phone: _____ **Cell or Home**

- All rental and other fees are payable in advance and checks are to be made payable to:
Northridge Local School District

Office Use Only

Approved: Yes No **Date of Approval or Denied:** _____

If "no", reason: _____

Approved (Denied) by: _____ **Title:** _____

Rental Amount \$ _____ **Other Fees \$** _____

Payment Type for Invoice Frequency (circle one): Monthly Quarterly Other: _____

Contract Start Date: _____ **End Date:** _____

Do Not Rent Reason: _____