

DOUGLAS COUNTY SCHOOL DISTRICT

Facilities Use Application Form

Superintendent approval required for all community use of school facilities.

School/Area: _____ Date of Application: _____

Organization Applying: _____ Date(s) of Use: _____

Type of Program (Education, Literary, Cultural, etc.): _____

Length of use: _____

Building Opening Time: _____ Building Closing Time: _____

Facilities Required (gym, library, commons, kitchen, etc.) _____

Will admission be charged? Yes No If yes, how much: \$ _____

Proceeds of program to be used for: _____

Will any fund raising occur? Yes No If yes, please explain: _____

I certify that I have read the Douglas County School District Community Use & Facilities Administrative regulation and agree to all the conditions contained therein. I understand that failure to comply with any of the provisions of this regulation will result in denial of future use.

Print or Type Responsible Party's Name: _____

Signature of Responsible Party: _____ Title: _____

Mailing Address: _____ Phone: _____

Email Address: _____

RENTAL FEE: \$ _____ CUSTODIAL FEE: \$ _____ SECURITY FEE: \$ _____

FOOD SVC FEE: \$ _____ **TOTAL CHARGES: \$ _____**

Payment for use of facilities **MUST BE MADE** to the School District with this application. Application must be completed at least **TEN (10) DAYS PRIOR** to the requested use date. Make checks payable to the Douglas County School District and return to the school office along with this completed application.

SCHOOL EVENTS HAVE SCHEDULING PRIORITIES

APPROVED: Yes No Principal's Signature: _____

APPROVED: Yes No Supt. Signature: _____

School District Use Only: _____
