

**KF-EB ©**

EXHIBIT

**COMMUNITY USE OF  
SCHOOL FACILITIES**

**REQUEST FOR USE OF SCHOOL FACILITIES**

Date \_\_\_\_\_, 20\_\_\_\_\_

TO: \_\_\_\_\_

We, \_\_\_\_\_, request the use of  
Name of organization/group  
a school building facility at \_\_\_\_\_ School for the  
purpose of presenting the following program:

\_\_\_\_\_

Specific location requested \_\_\_\_\_

We wish the above facility on the following dates: (An attachment is acceptable.)

Day(s) of week	Month	Date(s)	Year	Hours

If equipment, lighting, tables or chairs are required please specify and indicate any special arrangements needed on the form provided.

There  (will)  (will not) be an admission charge. The admission will be \_\_\_\_\_  
for adults and \_\_\_\_\_ for children. The proceeds will be used for: \_\_\_\_\_

\_\_\_\_\_

The rental fee will include custodial or school personnel services, utility costs, and equipment usage fee, if applicable.  
**NOTE:** Food services charges and technicians are paid separately.

Two (2) people the District may contact, if necessary, are:

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone: (work) \_\_\_\_\_ (home) \_\_\_\_\_  
Zip code

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone: (work) \_\_\_\_\_ (home) \_\_\_\_\_  
Zip code

***We agree to become familiar with and abide by the printed rules and regulations of the District concerning the***

**public use of school facilities and conduct on school grounds.**

This request shall be submitted at least two (2) weeks prior to the requested date(s).

RENTAL IS PAYABLE IN ADVANCE TO \_\_\_\_\_

Remit to District Office, \_\_\_\_\_

Signatures and titles of organization representatives (2)

\_\_\_\_\_

FOR DISTRICT USE ONLY

LEASE AGREEMENT (where applicable)

It is understood that all rates quoted, as well as other conditions stipulated, are a part of this agreement and that proof of liability insurance is required.

Base charge of facility to be used. . . . . \$ \_\_\_\_\_

Additional charges . . . . . \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Classification of user (circle one)

I          II          III

Your application for school building usage has been:

Building Action

\_\_\_ Recommended    \_\_\_ Not recommended for approval

Date: \_\_\_\_\_ Principal \_\_\_\_\_

District Action

\_\_\_ Denied or altered for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_ Approved: \_\_\_\_\_

\_\_\_\_\_

Business Administrator

\_\_\_\_\_

Superintendent

Date \_\_\_\_\_ 20\_\_\_\_

Lessee Acknowledgement

Signature \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_\_\_

**Note:** All requests for use of property and/or equipment must be initiated with the campus principal to be involved in authorizing campus-level approval. The request will be forwarded to the District office for final approval/disapproval. In order to avoid conflict in use, please submit all requests *at least*

fourteen (14) days prior to date of requested usage.

**Checklist of Needs (part of application)**

- Custodial services needed.
  - Cook needed.
  - Special equipment needed:
    - Audiovisual equipment.
    - Public address system.
    - Scoreboard controls.
    - Kitchen equipment.
    - Concession stand equipment and keys.
    - Stage equipment.
    - Shop equipment.
    - Special school personnel.
  - Keys for access to: \_\_\_\_\_
  - Custodial services:
    - Open building.
    - Close building.
    - Extra time needed for extra cleanup needed \_\_\_\_\_
    - Custodial time needed to set up \_\_\_\_\_
- Estimated number of hours \_\_\_\_\_
- Total hours \_\_\_\_\_