

In House Use Request Form

Name of Organization _____

Person Requesting _____ Phone Extension _____

Room(s)/Area Requested _____

Date(s) _____ Time(s) _____ Expected Number of Participants _____

Purpose of Use _____

Please specify the setup of room(s) requested (arrangement of chairs, tables, technology needed, etc.)

*I/we agree to guarantee proper use and supervision of all school facilities and that no room or area that is not listed above will be used by this organization.

*I/we agree to be responsible for the return of all school property and for the payment of any damage to the building or equipment caused by this organization.

(Note that sneakers or rubber soled shoes are proper for gym floors.)

*I/we agree to leave the school facilities in proper order.

*I/we agree to enforce the no smoking rule in school buildings, and to enforce the absolute prohibition on alcoholic beverages in school buildings or on school grounds.

*I/we agree that any violation of any of the above will be sufficient cause for the immediate cancellation of this request and will be adequate reason to void, for one full year from the date of the violation, any use of school buildings by this organization without any exception.

Date Signature of Staff Member

Date Principal's Signature of Approval

copy to:

- Cleaners
- Technology/AV
- Maintenance