HIGHLAND SCHOOL DISTRICT NO. 203
PO Box 38 – 17000 Summitview Road ●Cowiche, WA 98923●509.678.8630 ● Fax 509.678.4177

In-District Facility Use Form

This is intended for use by Highland School District Employees to use the facilities in the district for purposes benefiting Highland School district students. This form must be signed by the building Principal or Principal's designee and Director of Facilities and Maintenance prior to facility usage. The requesting employee cannot assume authorization prior to receiving a signed copy of this form. Required supervision is the responsibility of the applicant group.

Employee's Name: **Phone(s):**

School Where Employed:

Facility requested:

Room(s) needed:

Date of the Event:

Name of the Event:

Hours of the Event (start time & end time, i.e. 10a-12p):

Total hours needed for Event (include set-up start/cleanup end times, i.e. 9a-1p):

Description of the Event (please provide what public information, if any, you would like posted on the district website Facility Use Calendar:

Post to which calendars: MWC ☐ TES ☐ HMS ☐ HHS ☐ DO ☐ All ☐
List any support needed, i.e. custodial clean-up, bleacher set-up, chairs, etc.:

NOTE: All users shall be responsible for emptying trash cans (inside and outside) and doing basic clean-up of the facility. I/We understand that failure to empty trash and leave facilities properly cleaned will result in the user group being charged a cleaning fee.

Staff's Signature: **Date:**

Designee's Signature: **Date:**

Director of Facilities & Maintenance: **Date:**

Comments or Concerns after the event: (to be filled out by principal or custodian)