



# IN-DISTRICT APPLICATION FOR USE OF SCHOOL BUILDINGS

(Except Coaches Camps/Clinics)

Name of Building \_\_\_\_\_ Building Open at \_\_\_\_\_

Facility to be used (e.g., gym, classroom, cafeteria, library) \_\_\_\_\_

Date(s) of Use \_\_\_\_\_

Event Time: From \_\_\_\_\_ To \_\_\_\_\_ Required Set-up Time: From \_\_\_\_\_ To \_\_\_\_\_

Purpose of Building Use \_\_\_\_\_

Organization or Group Using Facility \_\_\_\_\_

Reserved By \_\_\_\_\_ Event Contact Person \_\_\_\_\_

Event Contact Details \_\_\_\_\_

Address

Telephone

Fundraiser: Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, must fill out **Fundraising Request, DW-215** form.)

Use of Building Kitchen Facility: Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, contact Food Services at (406) 268-6047.)

Concessions: Yes \_\_\_\_\_ No \_\_\_\_\_

**Equipment:**

Screen \_\_\_\_\_ Stage Lights \_\_\_\_\_ Microphone \_\_\_\_\_

Power Cord \_\_\_\_\_ Podium \_\_\_\_\_ Sound System \_\_\_\_\_

TVs \_\_\_\_\_ VCR/DVD \_\_\_\_\_ Piano \_\_\_\_\_

Chairs \_\_\_\_\_ Tables \_\_\_\_\_ Number of BB Courts \_\_\_\_\_

Score boards \_\_\_\_\_ Volleyball nets \_\_\_\_\_

Music Equipment (risers, stands, etc) \_\_\_\_\_

Other \_\_\_\_\_

Special set-up instructions: \_\_\_\_\_

**Conditions of Facilities Use** – Use of District facilities is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco or other drugs are sold or consumed on the premise by the requesting organization or individual, or any of its employees, patrons, agents, or members.
2. That illegal games of chance or lotteries will not be permitted.
3. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of the District.
4. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of District facilities.
5. That the use of the facilities and equipment will be in compliance with GFPS rules and regulations, as well as this application.
6. The District uses audio and video surveillance to monitor activity in the facility.

Sign \_\_\_\_\_  
Authorized Representative Date

GREAT FALLS PUBLIC SCHOOLS

For \_\_\_\_\_  
Organization or Group

\_\_\_\_\_  
Building Principal/Associate Principal

Distribution: White - Renter | Pink - Principal | Gold - Custodian | Yellow - Rentals | Green - Buildings & Grounds