GLOBE UNIFIED SCHOOL DISTRICT #1

REQUEST FOR COMMUNITY USE OF FACILITIES

Date: _____, 20_____

Requestor: Email:

We, _____ (Name of Organization/Group), request the use of a school building/ facility at _____ for the purpose of presenting/hosting/playing the following: _____.

Specific location(s) requested: _____.

We request the above facility on the following dates: (an attachment is acceptable)

Days of week/Hours: _____ Dates (Month, day(s), year): _____

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

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

Two people the district may contact, if necessary:

Name: _____ Address: _____
Phone: (Work) _____ (Cell)_____ _____

Name: _____ Address: _____
Phone: (Work) _____ (Cell)_____ _____

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.

Rental is payable in advance to: Globe Unified School District #1
460 N. Willow St. Globe, AZ 85501 (mailing)
453 E. Maple St. Globe, AZ 85501 (in person)
ATTN: Business Manager

It is understood that all rates as well as other conditions stipulated are a part of this agreement & that proof of liability insurance is required. Failure to pay for facility in a timely manner &/or return keys within one week of usage may result in a restriction or ban from future use. Damage will be charged to lessee & must be paid prior to further usage.

Base charge of facility to be used (fee x hours/day) …….. $_____

Requesting waiver: ☐ Yes ☐ No If yes, describe how this activity/event promotes the districts educational programs: _____
_____

Classification of user (Circle one) Class 1 Class II Class III

Lessee Acknowledgement : Signature _____ Date: _____

FOR DISTRICT USE ONLY:

Building Action: Your application for school building usage has been:
☐ Recommended ☐ Not recommended for approval Date: _____ Principal Signature: _____

Facilities Action: Your application for school building usage has been:
☐ Recommended ☐ Not recommended for approval Date: _____ Principal Signature: _____

Business Office Signature: Date of Governing Board Approval: