



IN-DISTRICT BUILDING USAGE REQUEST (Except Coaches Camps/Clinics)

Name of Building _____

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

Date(s) of Use _____

Setup Time: From _____ To _____ Event Time: From _____ To _____

Purpose of Building Use _____

Organization or Group Using Facility _____

Reserved By _____ Event Contact Person _____

Contact Details _____

Email

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 needed (Qty): Screen: _____ Stage Lights: _____ Microphone: _____ Power Cord: _____

Podium: _____ Sound System: _____ TVs: _____ Promethean: _____ Chairs: _____ Tables: _____

Music Equipment (risers, stands, piano, etc.) _____

Athletic Equipment (score boards, volleyball nets, basketball courts, etc.) _____

Special set-up instructions: _____

Conditions of Facilities Use – Use of District facilities are 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 from 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 _____

GREAT FALLS PUBLIC SCHOOLS

Authorized Representative

Date

For _____

Organization or Group

Building Principal/Associate Principal