

Customer Support Center
 Poudre School District
 2445 LaPorte Avenue
 Fort Collins, CO 80521
 Phone: (970) 490-3333
csc@psdschools.org



FACILITY USE REQUEST FORM – IN-DISTRICT OUTDOOR FACILITY USE

Fill out the following information and submit request to the Customer Support Center. Submission of request does not guarantee approval; reservation will not be confirmed until the Facility Use Permit and [Acknowledgement of Receipt](#) is received. Please allow 10 business days for processing. See [district policy KF – Use of District Facilities](#), [Facility Use Guidelines \(Community\)](#), and [Personnel Fees](#) for additional details.

Date: _____

Requester Name: _____ Email Address: _____

Location/Department: _____ Phone: _____

On Site Emergency Contact: _____

Event Description: _____

Equipment and Service Needs:

☐ Port-o-Lets (Quantity) _____
Required for events over 3 hours, events larger than 50 people, or by request

☐ Trash Dumpster _____

☐ Budget Code _____
Required for applicable personnel, port-o-let, or trash fees only

First Choice of Location

Location: _____ Space(s) Requested: _____

Start Time: _____ End Time: _____

Date (if one day only) _____

Complete the following if request is for multiple dates:

Start Date: _____ End Date: _____

To Be Held: ☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Other (List): _____

Day(s) Held: ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday



Second Choice of Location

Location: _____ **Space(s) Requested:** _____

Start Time: _____ **End Time:** _____

Date (if one day only) _____

Complete the following if request is for multiple dates:

Start Date: _____ **End Date:** _____

To Be Held: ☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Other (List): _____

Day(s) Held: ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Third Choice of Location (if applicable)

Location: _____ **Space(s) Requested:** _____

Start Time: _____ **End Time:** _____

Date (if one day only) _____

Complete the following if request is for multiple dates:

Start Date: _____ **End Date:** _____

To Be Held: ☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Other (List): _____

Day(s) Held: ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Setup Instructions or Additional Information:

For outdoor events, please note the following:

- Food, sunflower seeds, nuts or gum are not allowed on synthetic surfaces
- Inline skates, skateboards, bicycles, or motorized vehicles are not permitted on any synthetic surface or turf field; lawn chairs are not permitted on synthetic turf or running track surfaces
- Unauthorized snow removal is prohibited on any synthetic surface or turf field
- Glass containers are not allowed on any synthetic surface or turf field
- Prior to securing tents or other structures with stakes, the user must notify Colorado 811 three business days prior to the event so all underground utilities can be marked; tents or other structures are not allowed on synthetic surfaces
- For any equipment setup or external personnel use, written approval must be obtained through CSC.