

**Facilities Use Permit Request**  
(Staff Members - for school activities only)

Please fill out all the information completely. This is a request that will be reviewed by the Principal at a weekly meeting, after which time you will be notified of availability. If you need to cancel or make any changes to your request, be sure to contact the Facilities Use clerk at 505-7300 ASAP. Please turn this completed form in to the Facilities Use clerk in the Attendance Office for processing. Thank you.

**To be completed by applicant:**

Requested By: \_\_\_\_\_ Phone: \_\_\_\_\_

Facility Requested: \_\_\_\_\_ To Be Used For: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Check all that apply:  Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Hours of Use: \_\_\_\_\_ Number Attending: \_\_\_\_\_

Set-Up Request: (who will do the set-up and break-down - you or custodian?) \_\_\_\_\_

Any special Set-up needed?: \_\_\_\_\_

\*\*\*\*\*

**To be completed by School Principal:**

Facility is Available \_\_\_\_\_ Facility is NOT Available \_\_\_\_\_

**Custodial Requirements:**

\_\_\_ Custodian is on Duty \_\_\_ Custodian is Not on Duty \_\_\_ Number of Custodians Needed \_\_\_ Hours for each Custodian

Principal's Signature: \_\_\_\_\_

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