

## Alanson Public Schools Facility Use Request

The following person/group requests use of a school facility and agrees to abide by all rules and regulations as adopted by the Alanson Public Schools Board of Education.

Name of Organization/Person(s) \_\_\_\_\_

Date(s) being requested \_\_\_\_\_

Time of meeting/activity: \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Person(s) Requesting \_\_\_\_\_

Address \_\_\_\_\_

Phone (day and night): \_\_\_\_\_

The use of school facilities during hours when no custodian is regularly scheduled for work may require one present. If a custodian is needed, all cost will be paid by the requesting organization. If a kitchen employee is needed, all cost will be paid by the requesting organization.

Type of room needed:

Multi-purpose room \_\_\_\_\_

Gymnasium \_\_\_\_\_

Kitchen \_\_\_\_\_

Cafeteria \_\_\_\_\_

Library \_\_\_\_\_

Classroom/Teacher \_\_\_\_\_

Other \_\_\_\_\_

Do you need Audio-visual equipment? What type? \_\_\_\_\_

Special items needed \_\_\_\_\_

\_\_\_\_\_

Who will assist in the clean-up? \_\_\_\_\_

While some regulations are necessary for the use of school facilities, every attempt has been made to keep them to a minimum. Your organization is welcome to use these facilities and your cooperation with school employees will be greatly appreciated. If your request is approved please refer to Facility Use Regulations attached.

FEE: \_\_\_\_\_

Request approved by:

Building Principal \_\_\_\_\_

Date \_\_\_\_\_

Superintendent \_\_\_\_\_

Date \_\_\_\_\_

Facility Assigned \_\_\_\_\_

**Return this request to the office at least two (2) weeks prior to the scheduled activity.**