

USD #325 REQUEST AND APPROVAL FORM FOR USE OF SCHOOL BUILDINGS

DATE/DATES OF USE: _____ HOURS: From _____ To _____

OTHER EXPLANATION IF NEEDED: _____

GROUP/ORGANIZATION: _____

PERSON RESPONSIBLE: _____
(Name printed and Signature)

BILLING ADDRESS: _____

ACTIVITY: _____ Will participants be charged a fee? _____

AREA TO BE USED: (please check all that apply)

ELEMENTARY SCHOOL

- _____ Gym
- _____ Classrooms
- _____ Lunchroom
- _____ Other (specify) _____

HIGH SCHOOL

- _____ Newlin Gym
- _____ New Gym
- _____ Classrooms (Specify rooms to be used): _____

MIDDLE SCHOOL

- _____ Gym
- _____ Classrooms
- _____ Lunchroom
- _____ Music Building

- _____ Music Room
- _____ Lunchroom
- _____ Lunchroom with concessions
- _____ Central kitchen

FOR ADM. USE ONLY

_____ Building Use Fee

_____ Custodial Fee

_____ Other Fees

**If using kitchen facilities & equipment, contact the Food Service Director.
(SEPARATE FORM REQUIRED)**

SPECIAL EQUIPMENT:

(Must fill out separate form)

- _____ Sound System
- _____ Light Board
- _____ Video Equipment

SPECIAL INSTRUCTIONS:

PRINCIPAL APPROVAL: _____ APPROVAL DATE: _____

TIME CARD OF CUSTODIAN(S) IN ATTENDANCE

I hereby certify that the following time was required in connection with the above activity:

Name of Custodian(s)	Time In	Time Out	Total Time	Approved Rate

NOTE: One custodian **must** be on duty and **must** be paid by the organization within 7 days of using the facility at a rate of **1 1/2 times his or her hourly wage** for custodial fees. Additional custodian will be required if the organization does not provide any clean up help.

_____ **YES**, our organization will provide clean up help.

_____ **NO**, our organization will not provide clean up help and we will pay an additional custodian at the custodial fee rate approved for a custodian to help clean up.

Signature of person responsible

DATE