



Piper USD 203
Request for Use of School Facilities



1. Organization requesting use _____ Current Date _____
2. Type of Activity _____ Expected Attendance _____
3. Date Desired _____ Access Time _____ Completion Time _____
Event Start Time _____ Event Ending Time _____
4. Building or Facility Desired _____ Room Desired _____
5. Will be food? **YES NO** If YES, describe the needs in detail answering these questions: What; When; Where; Quantity; and any other necessary details . _____

6. Are kitchen facilities desired? **YES NO** If YES, give details. _____

7. Is a staff person needed during the function? **YES NO** If YES, indicate purpose(s) needed. _____

8. Special equipment needed? Indicate in detail: What; When; Where _____

9. Additional information or special request. _____

10. Person requesting facility use & supervising activity. _____
e-mail address _____ phone number _____
11. Number of additional adult supervisors you will provide. _____
12. Policy holder of insurance liability coverage for event. _____
13. It is hereby agreed and understood that all approved applications for use of school facilities and/or equipment shall be subject to the conditions of the school district policy.

Signature of Applicant	Phone Number	Address
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(To completed by Piper USD 203)

Approved _____ Disapproved _____ Condition of Use _____

Is a staff person needed? **YES NO**

Custodians _____ Security _____ Other _____

Are charges to be made? **YES NO** If YES, give complete details. Piper USD 203 Activities Director will send a bill following the event. Prompt payment is expected. Make all payments to **Piper USD 203** (user fees will be paid in advance).

Date of payment received _____ Amount received _____ Check # _____

Date of Approval _____ Signature of Activities Director _____

Date of Signed approval sent to applicant (via e-mail) _____