



District Facility & Equipment Use Application Form

(Policy E-13; Regulation E-13-R1)

Application for Equipment Use

Completed by School Administrator

Is proposed use for district business only?		YES	NO
Is proof of insurance provided?		YES	NO
Item description:			
Borrower Name:			
Address:			
Phone #:			
Date Loaned:	Date Returned:	Condition upon return:	
Signature of Applicant: :		Date:	
Approval of School Administrator:		Date:	

Application for Use of Facilities or Athletic Fields

Completed by Applicant

Date of Application:	School Site/Rooms to be Used:		
Applicant Name:			
Address:			
Phone #:			
Group Name:			
Group Address:			
Group Phone #:			
Activity Description:			
Dates of Use	Start Date:	Time of Use:	
	End Date:		
Will entry fees be charged?		YES	NO
Is this event for fund raising?		YES	NO
What will the funds be used for?		YES	NO
Does the Group have insurance coverage?		YES	NO
Applicant agrees to have an adult supervisor on site at all times:		YES	NO
Responsible Adult Supervisor: Name:		Phone #:	
Signature of Applicant:		Date:	

Completed by Central Office

Class of Applicant/Activity: I II III IV	Applicable Fee Schedule: I II III IV		
Hourly Base Fee: \$	\$		
Adjust for Fund Raising Activities: Adjust to Class IV			
Adjust if Air Conditioning is Required: 1.5 Base Rate			
Total Hourly Base Fee: (2 hour minimum)			
Additional Fees Completed by School Administrator			
Charges for chair set up:	N/A	\$	
Charges for lighting set up:	N/A	\$	
Charges for moving furniture or equipment and/or equipment setup:	N/A	\$	
Labor Fees:	N/A	\$	
Custodial Services:	N/A	\$	
Kitchen Staff:	N/A	\$	
Additional School Supervisors:	N/A	\$	
Security Services:	Supplied by Applicant	N/A	\$
Total Fees:		\$	
Signature of School Administrator:	Date:		