

SOUTHWEST SCHOOL CORPORATION
REQUEST FOR USE OF SCHOOL FACILITIES

To: Principal: _____ School: _____

We seek permission to use the following school facilities:

School Building: _____ Room(s): _____

If for a season or extended period, state the beginning and ending dates.

Day	Date	From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Adult in Charge: _____

We wish entrance to the building at _____ (time)

We will vacate the building at: _____ (time)

We (will) (will not) charge an admission fee. We expect an attendance of approximately _____.

We require use of the following and understand these is a charge for such use:

- _____ Stage
- _____ Special Lighting
- _____ Piano (stage) (floor)
- _____ Folding Chairs (number)
- _____ Large Folding Tables (number)
- _____ Speaker's Stand
- _____ Ticket Table & Chairs (number)
- _____ Gymnasium Shower
- _____ Projector

Additional requests or comments:

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It is understood that School Corporation activities have preference over outside activities in using the school buildings. This request is subject to cancellation if the requested facility is needed for a school activity.

If this permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above mentioned school facilities, and to be responsible for replacement in case of any damage or loss incurred. Further, in accordance with state requirements and board policy, we agree that there shall be no use of tobacco or controlled substances in the school building.

Printed name of organization/person/group

By: _____

Signature

Address _____ Telephone _____

THIS SPACE FOR CORPORATION USE

This request has been approved and granted.

RENTAL \$ _____ OTHER FEES \$ _____

All rental and other fees are payable in advance and checks are to be made payable to SOUTHWEST SCHOOL CORPORATION.

This approval is subject to certain other conditions as set forth below:

- *Custodial clean-up charge if needed.
- *Admission charged/spectators present
- *All participants and attendees are to remain in designated areas.

Principal's Signature

Date

Superintendent's Signature

This request cannot be granted for the following reason(s):

Principal's Signature

Date