

REQUEST FOR USE OF DISTRICT FACILITIES APPLICATION

Please note: TWO WEEKS PRIOR NOTICE FOR RENTAL IS REQUIRED

Athletic Facilities requested may **NOT** exceed **ONE SEASON** per permit.

Applications accepted **NO SOONER** than **four (4) weeks** before the start of the season.

Fall Season: 8/15 – 11/1. Winter Season: 11/18 – 2/28. Spring Season: 3/6 – 5/26

IN ORDER TO AVOID DELAYS IN PROCESSING, please complete ALL sections of application, giving specific and clear choices where required. Entering “ANY” or “FLEXIBLE” is NOT acceptable.

Today’s Date: _____ Organization: _____

Name of Person Completing Application: _____

Address: _____

Phone: work _____ home _____ cell _____ fax _____

Date(s) Requested	
Day(s) of Week Requested	
Time—Start & End (after 4 p.m.)	
Number of Participants	
Event to be Held	
Admission Fee-Please Explain	

<i>ELEMENTARY SCHOOLS</i> <i>Please make 1, 2 or 3 Choice</i>	<i>GYM</i>	<i>CLASSROOM</i> <i>**SPECIFY**</i>	<i>LGI</i>	<i>MPR</i>	<i>NUTRITION</i> <i>CTR.</i>	<i>FIELD</i>
Baker	<input type="checkbox"/>		<input type="checkbox"/>	NA	<input type="checkbox"/>	<input type="checkbox"/>
Eisenhower	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please Choose
Streams	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cook’s Field	NA	NA	NA	NA	NA	<input type="checkbox"/>
<i>MIDDLE SCHOOLS</i> <i>Please make 1 or 2 Choice</i>	<i>GYM</i>	<i>CLASSROOM</i> <i>**SPECIFY**</i>	<i>LGI</i>	<i>MPR</i>	<i>NUTRITION</i> <i>CTR.</i>	<i>FIELD</i>
Boyce	<input type="checkbox"/>		<input type="checkbox"/>	NA	<input type="checkbox"/>	<input type="checkbox"/>
Fort Couch	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>HIGH SCHOOL CLASSROOM</i>	<i>HIGH SCHOOL THEATER</i>	<i>H.S. NUTRITION CENTER</i>	<i>HIGH SCHOOL LGI</i>	<i>ENSEMBLE/BAND/CHOIR RMS</i>	<i>H.S. PRACTICE ROOMS</i>	<i>HIGH SCHOOL POOL</i>	<i>H.S. FRONT FIELDS</i>	<i>H.S. WREST. ROOM</i>	<i>HIGH SCHOOL STADIUM</i>	<i>H.S. LG. GYM</i>	<i>H.S. SM. GYM</i>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please Choose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NEEDS FOR EVENTS

- Set-up Work/Assistance Needed
- TV/VCR
- Overhead Projector
- Microphones – Type: _____
- Microphone Stands
- Podium
- Tape Recorders-Type: _____
- Spotlights
- PowerPoint
- Other-Specify: _____

STAGE DIRECTORS (2 Adults)

- Set-up lights—estimated hours: _____
- Set-up/Changing of backdrops/curtains—estimated hours: _____
- Other Instructions—_____ more detail on reverse or attach sheet

TYPE OF ORGANIZATION – Please check one:

- School District Functions
- (A) District associated organizations (Township of USC, PTA’s, PTSO, Recognized Booster Groups, Regional Educational Groups {SHASDA, SHJO, etc}) – will be charged for direct costs when applicable (e.g. custodial costs)
- (B) Community groups consisting of 90-100% USC residents with no fee or gate charges – will be charged listed on rate chart which includes direct costs
- (C) All others (e.g. dance groups, non-profit organizations) – will be charged rate listed on the rate chart which includes direct costs
- (D) Long-term use by Category C groups (e.g. Extended Day, CCAC, Church groups) – will be charged negotiated rates based on the amount of repeated use.

My signature indicates that I have read the USCSD application, general information and school district facilities forms. I understand that there may be a fee involved and any unforeseen school district function can change or nullify a signed permit. In such an event, all efforts will be made to reschedule and if unable to do so, any prepaid monies will be returned. This application is subject to review and approval by appropriate school district administrators.

Signature	Date
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