

REQUEST FOR USE OF SCHOOL FACILITIES

Submit Application to Building Principal

Organization Making Request

Building Requested

Name of Responsible Individual

Date(s) Requested

Address of Responsible Individual

Hours of Use

Telephone No.

Expected Attendance

Purpose of Facility Use

Admission Charge:
YES NO

Circle Area(s) Requested: Auditorium Cafeteria Classroom(s) Lecture Hall
 Gymnasium Playground Other

Circle Equipment Requested: Tables Chairs Microphone* Other
 Sound/Lighting* Spotlight* Piano

**Requires operators at additional charge*

Rental Fees total is an estimate based on information given prior to use of the facilities. Additional charges may result after use of facilities.

Custodial Fees reflect the need for custodial hours and include a minimum charge of one hour before and one hour after the event.

Rental Fees: Auditorium \$ _____ Custodial Fees: \$ _____
 Gymnasium \$ _____
 Other \$ _____

Total Amount Due (30) Days in Advance of Approved Date(s): \$ _____

Note: The use of school facilities is subject to existing policies and regulations and, as school purposes are primary, the school authorities reserve the right to cancel any contract.

I accept responsibility for fee(s), supervision, damage and compliance with the building use requirements of the Lexington Public Schools.

Signature

Telephone No.

Date

Approve: Yes / No

Head Custodian: _____

Date _____

Principal: _____

Date _____

Director of Facilities: _____

Date _____