

**Facility Use Request**

**Form 7510 F1**

The Board of Education believes that District facilities should first be made available to groups that are directly related to the District’s programs and/or employee associations, then for community purposes which are scheduled outside the normally scheduled school day, as to not interfere with educational programs.

|  |  |
| --- | --- |
| **APPLICANT INFORMATION** *(Please Print)* | |
| **Event Supervisor:**  *(Must be on site for the entire event)* |  |
| **Organization Name:** |  |
| **Phone Number:** |  |
| **Email:** |  |
| **Address:** |  |
| **Contact Person** *(if different)* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EVENT INFORMATION** | | |  |
| **Event Title:** |  | |  |
| **Event Audience:** |  | |  |
| **Event Date:** |  | |  |
| **Event Time:** | Begin: | End: |  |
| **Setup Time:** | Begin: | End: |  |
| **# of Participants:** |  | |  |
|  |  | | ***Office Use Only* Approximate Fee** |
| **Event Setup/Cleanup:**  FEE: $25 per hr.  *(Min of $50 /Max $200)* | 🞎 Groups of 4 🞎 Groups of 8 🞎 Classroom 🞎 Large U Shape  🞎 Chairs Only 🞎 Will setup on own with available tables and chairs  🞎 \_\_\_\_\_\_Food Tables 🞎 Registration Table 🞎 Quad Walls | |  |
| **Room Use/Security Fee:**  FEE: $25 per hr.  *(Min of $50 /Max $200)* | 🞎 Boardroom (30 capacity)  🞎 Oneida (12 capacity)  🞎 Quad (4 rooms – 100 capacity)  🞎 ½ the Quad (2 rooms – 50 capacity)  🞎 ¼ of the Quad (1 room – 25-30 capacity)  *Note: setup style may change capacity* | |  |
| **Technology:**  FEE: $25 per hr.  *(Min of $50 /Max $200)* | 🞎 Microphone 🞎 Laptop & Screen projection  🞎 Extension Cord/Reel 🞎 Tech Assistance  🞎 Connect projector screens | |  |
|  | **Total Estimate** | |  |
| Conference Room is scheduled from to for this event.  Door # , will be open from to . | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **🞎 Approved**  **🞎 Denied** |  |  |  |
| **Tina Monroe, Executive Director of Finance & Operations** |  | **Date** |