



FLORIDA UNION FREE SCHOOL DISTRICT



REQUEST FOR USE OF BUILDING/FACILITIES

(All requests must be made 30 days prior to the event)

Person Making Request: _____

Organization: _____ School-Related Florida Community

Address: _____

Telephone: _____ Email: _____

Reason for Request: _____

School Building: _____ Room or Facility Requested: _____

(If requesting to use the kitchen, please fill out the attached form)

Date(s) of Use: _____

Hours of Use: _____ Approximate Number of Participants: _____

Materials, Equipment, Furniture Requested: _____

(If Technology is requested, please follow the attached procedures)

Materials, Equipment or Other Items to be Brought by User: _____

Admission/Participation Fee Charged: YES NO Cost of Admission: _____

Proceeds from admission fee will be used for: _____

I have access to an AED (applicable to field rental): YES NO

A CERTIFICATE OF INSURANCE IS ATTACHED **Florida Union Free School District is named as additional insured with respect to all functions and activities to be held by _____**

This application is submitted to you for your approval. If approved, the organization assumes full responsibility for the care of equipment and the building. We also understand that if any equipment is missing, we may be held responsible for replacing the items(s). In addition, unless waived, we are responsible for custodial (cleaning) and supervisory expenses.

Applicant Signature

Date

DISTRICT APPROVALS

Permission is granted for use of the building and equipment. **(GH: Log/Calendar Entry Required)** **(SSSI: Log Entry Required)**

Fee _____ Other Charges _____

Explanation of fee/charges _____

Director of Facilities

Date

Building Principal

Date

BUILDING USE LOG BOOK/CALENDAR ENTRY: _____
Date

Signature