

SCHOOL-COMMUNITY RELATIONS

Use of School Facilities and Equipment

Application for Use

All applications for use of facilities shall be made through the Superintendent of Schools.

All requests for non-school usage should be made at least one week in advance.

Each applicant shall file a statement telling who wishes to use the facility, which room or rooms are to be used, what use is to be made of the facility, and what date and hours will be involved.

The applicant shall sign a statement for the assumption of liability for damages, loss or destruction which may occur.

The Superintendent may grant the request, refuse the request or seek council from the Board as he deems necessary.

Date of Adoption: 11-17-86

Date of Review: 12-17-90, 2-21-94, 01-20-97, 03-20-00, 06-16-03, 05-21-07

LEGAL REF:

Code No. 1004.2 (a)

APPLICATION FOR USE OF
SCHOOL FACILITIES AND EQUIPMENT
Please make your request at least one week in advance.

Person or group requesting the use of this facility:

Name _____

Phone Number _____

What room or rooms are you requesting?

What will the facility be used for?

Facility is being requested for the following time: (one form for each requested time)

Date _____
Month Day Year

Start time _____ a.m. **or** p.m. (circle one)
Month Day Year

End time _____ a.m. **or** p.m. (circle one)

There will be a minimum fee of \$25.00 for community members payable to Anita Community School District. Kitchen staff and custodians will need to be compensated directly to them. It is to be noted that the facility is to be left clean or cleaner by you than it was when you came.

Applicant's signature indicates a statement for the assumption of liability for damage, loss or destruction of facilities and equipment.

Signature

Date

Date of Adoption: 06-16-03

Date of Review: 05-21-07