

**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