OXFORD PUBLIC SCHOOLS

APPLICATION FOR USE OF SCHOOL – ELEMENTARY / MIDDLE

Submit this completed and signed application form to the Main Office of the building that is being requested. Once the application is reviewed and approved by the Building Principal, it will be sent to the Central Administration Office. The School Business Administrator will then determine the amount of fees due and contact the group/organization's Responsible Person via email or telephone. <u>Pre-payment of ALL fees is required</u>.

Today's Date: Group/Orga	nization:		
BUILDING BEING REQUESTED: CHA	FFEE BARTO	ON 🔲	MIDDLE
Area of Building Being Requested:			
Date(s) Being Requested:			
Time Being Requested: FROM:	AM):	AM
Activity:		Anticipated Attendance:	
The undersigned understands and agrees to school department buildings, and also agreed discuss all details of the event, such as set-up	es to communicate with	the Building	Principal in order to
Name of Responsible Person (Please Print)		Signature of Responsible Person	
Mailing Address			
Email Address		Telephone	
************	*******	******	******
** <u>FOR IN</u>	TERNAL USE ONLY	**	
Building Principal contacted and reviewed all details regar may be on duty for the activity. After Building Principal sign			
APPROVED DECLINED	Rental Fee:	\$	
Added Staffing Required: Custodial #	Personnel Fo	ee: \$	
Building Principal Signature	School Busin	ness Administr	rator Signature
Rental Fees Waived:	Date:		
Personnel Fees Waived:			
	Superintendent's Signa	nture (required	if fees are waived)