

**EDC-A1 USE OF SCHOOL BUILDINGS AND ATHLETIC FACILITIES -
APPLICATION FOR USE OF HIGH SCHOOL BUILDING OR ATHLETIC FIELD**

Applications for Athletic Fields will be accepted no later than the following:

Spring: February 1st Summer: May 1st Fall: August 1st Winter: November 1st

Submit this completed and signed application form to the High School Secretary/Main Office. Once the application is reviewed and approved by the Athletic Director and/or Building Principal, it will be sent to the Central Office. The School Business Administrator and Director of Operations will then determine the amount of fees due and contact the organization's Responsible Representative via email or telephone. Pre-payment of ALL fees is required.

Group/Organization Name: _____

Group/Organization Mailing Address: _____

Organization's Responsible Representative Name: _____

Telephone: _____ Email: _____

Reason Requested: Youth League Adult League Sports/Camp Clinic
Tournament Dance Town Event School Function Other

If Other, please explain: _____

Area Requested: Football Field/Track Field Hockey Field Baseball Field
Softball Field Soccer Field Gymnasium Auditorium Classroom
Community Room Other

If Other, please describe: _____

Date Requested: _____ Anticipated Attendance: _____

Time Requested: FROM: _____ AM PM TO: _____ AM PM

Additional Needs/Set-up Requested (*tables, chairs, video access, etc.*):

The undersigned understands and agrees to comply with all Rules and Regulations as they pertain to school department building and athletic facilities, and also agrees to communicate with the Athletic Director, Building Principal, and/or Custodian in order to discuss all details of the event or activity.

Signature of Responsible Person

Date

****FOR INTERNAL USE ONLY****

Athletic Director or Building Principal has contacted and reviewed all details regarding this request with the Responsible Person as well as with the Custodian who may be on duty for the event. After building or field approval is indicated below, forward this form to the Central Office for processing and final approval.

<p>APPROVED _____ DECLINED _____</p> <p>Added Staffing Required: Custodial # _____</p> <p>_____</p> <p>Athletic Director/Building Principal Signature</p>
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<p>Rental Fee: \$ _____</p> <p>Personnel Fee: \$ _____</p> <p>_____</p> <p>School Business Administrator Signature</p>
