



TODAY'S DATE SCHOOL BUILDING FOR EVENT

EVENT/GROUP

EVENT START TIME EVENT FINISH TIME

ATTENDANCE EXPECTED:

LIST BELOW THE INDIVIDUAL DATES & TIMES THE GROUP WILL ARRIVE AND DEPART.

Table with columns: DATE, DAY, ARRIVAL TIME, DEPARTURE TIME

NAME OF ORGANIZATION

PERSON COMPLETING APPLICATION

PHONE NUMBER

E-MAIL ADDRESS

STREET ADDRESS

CITY ZIP

APPLICANT SIGNATURE

The Facilities Use Staff will send a cost estimate. Final Invoices will reflect charges according to actual usage.

UCS FACILITY USE STAFF ONLY ABM CCMS PAC COM ED EST. SENT DEP. REC. TECH FEE WILL APPLY YES CUSTODIAL FEE WILL APPLY YES FACILITY USE FEE WILL APPLY YES

FACILITIES REQUESTED:

- Classroom(s) # Main Gym Aux Gym Cafeteria Media Center Perf. Arts Center ECC Room Commons Other

PLEASE LIST ALL SPECIAL SET UP AND EQUIPMENT NEEDS:

SCHOOL GROUP/TEAM YES NO FUNDRAISER EVENT YES NO NON PROFIT GROUP YES NO (must provide a copy of the 501)

PERSONNEL NEEDED: NONE

- Custodian Kitchen Technician Grounds Lifeguard Other