

# CALHOUN MIDDLE/HIGH SCHOOL FACILITY REQUEST FORM

<b>NAME AND ADDRESS OF ORGANIZATION MAKING REQUEST:</b>			
<b>CONTACT NAME</b>		<b>PHONE NUMBER</b>	
<b>DATE(S) OF ACTIVITY</b>		<b>START TIME</b>	<b>END TIME</b>

According to board policy, organizations must be NON-PROFIT and have adequate insurance coverage in order to be eligible to use school facilities.

PLEASE MAKE SURE A CERTIFICATE OF LIABILITY INSURANCE IS ATTACHED TO THIS REQUEST. EXPIRATION DATE MUST BE INCLUDED.

<b>CHECK ALL THAT APPLY:</b>			<b>TO BE COMPLETED BY PRINCIPAL:</b>
<input type="checkbox"/>	Use of kitchen requested	<input type="checkbox"/>	Person Responsible for Building
<input type="checkbox"/>	Use of auditorium requested	<input type="checkbox"/>	Cook Assigned
<input type="checkbox"/>	Use of high school gym requested	<input type="checkbox"/>	Sound/Lighting Person Assigned
<input type="checkbox"/>	Use of middle school gym requested	<input type="checkbox"/>	Custodian Assigned
<input type="checkbox"/>	Use of athletic facilities	<input type="checkbox"/>	
<b>IF NO CUSTODIAN REQUESTED, ORGANIZATION AGREES TO CLEAN FACILITY IMMEDIATELY FOLLOWING ACTIVITY.</b>			

<b>TYPE OF ACTIVITY (Please provide a detailed description and list any equipment needing to be used)</b>

Complete and return this form to the building principal. If costs are involved, an invoice will be mailed to the address above, payable upon receipt to the Calhoun County Board of Education. The organization is responsible for obtaining building entrance or other special arrangements and for giving notification of changes.

The above named organization agrees to be responsible for the facility requested. Organization agrees to pay all costs associated with use of the facility, including, but not limited to: cost of cook if kitchen is used, cost of principal's designee if using auditorium sound and/or lighting equipment, and cost of custodian if needed.

\_\_\_\_\_  
Signature of Authorized Representative of Organization  
Signature acknowledges agreement to stipulations above

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date