In-District Facility Use Form

***This is intended for use by Highland School District Employees to use the facilities in the district for purposes benefiting Highland School district students. This form must be signed by the building Principal or Principal’s designee prior to facility usage. The requesting employee cannot assume authorization prior to receiving a signed copy of this form. Required supervision is the responsibility of the applicant group.***

**Employee’s Name:** Click here to enter text. **Phone(s):** Click here to enter text.

**School Where Employed:** Click here to enter text.

**Facility requested:** Click here to enter text.

**Room(s) needed:** Click here to enter text.

**Date of the Event:** Click here to enter text.

**Name of the Event:** Click here to enter text.

**Hours of the Event, i.e. 7am-3pm:**

**Total hours needed for Event (include set-up/cleanup time) i.e. 6:30am-3:30pm:** Click here to enter text.

Click here to enter text.**Description of the Event (please provide what public information, if any, you would like posted on the district website Facility Use Calendar:** Click here to enter text.

**List any support needed, i.e. custodial clean-up, bleacher set-up, chairs, etc.:** Click here to enter text.

**NOTE: All users shall be responsible for emptying trash cans (inside and outside) and doing basic clean-up of the facility. I/We understand that failure to empty trash and leave facilities properly cleaned will result in the user group being charged a cleaning fee.**

**Staff’s Signature:** Click here to enter text. **Date:** Click here to enter text.

**Designee’s Signature:** Click here to enter text. **Date:**

Comments or Concerns after the event: (to be filled out by principal or custodian)

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