



IN-DISTRICT FACILITY USE REQUEST

[<To View Facilities Calendars Link, Click Here>](#)

Return forms to Patty White at the District Office.

Note: Please check availability **BEFORE** announcing or advertising events.

This is vital to ensure there are no conflicts.

Facility Use approval is on a first come, first serve basis.

Thank you

Requester: _____

Class/Club/Group: _____

Facility Requesting: _____

Date of Event	Time of Event (Duration of event ie: 5-7pm)	Set-Up Time (Prior to the event ie: 4-5pm)	Clean Up Time (After the event ie: 7-8pm)

Purpose of event: _____

Special instructions: _____

Would you like this event advertised on our District Calendar? YES NO

Signature Date

DO NOT WRITE BELOW THIS LINE

Date Received: _____

Approved: _____ Date: _____