



**NORTH EAST SCHOOL DISTRICT
REQUEST FOR USE OF SCHOOL FACILITY**

BUILDING North East High School North East Middle School North East Elementary Center

Name of Organization requesting use _____

Date(s) Desired _____ Time of Day _____ to _____

Purpose for Use _____ # Participants _____

Space Requested: Classroom _____ Football Field Pool (Lifeguard certificates must accompany this form)

Auditorium Soccer Field Core Area

(Mark all that apply) Gymnasium Baseball/Softball Field Conference Room

All Purpose Room / LGI Computer Lab Other: _____

Cafeteria Kitchen _____

Special Equipment Needed (i.e. sound, podium, tables etc. _____)

Adult Supervisors who will be present during use:

Name _____	Name _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____

Signature affirms that I have read and understand the school district's policy 707 regarding use of district facilities (See district website at NESD1.org.) I will be responsible for compliance with this policy during the period of use.

Printed name of applicant _____

Signature of applicant _____ Date _____

For school district use only:

In accordance with District policy, permission is hereby granted for use of the above facility

On _____ From _____ To _____

Authorized signature of Building principal or supervisor _____ Date _____

Fee Waived Rental Charges \$ _____ Custodial Charges: _____ Hours at \$ _____

_____ Security Personnel Requested \$ _____ Sound & Lighting Operator \$ _____

Estimated Total \$ _____

Copy to Head Custodian Athletic Director Sound & Lighting Director (NEHS) SRO