

PCSD #2 Building Use Form

Building requests must be submitted at least 24 hours prior to intended use. If there are fees and deposits they must be paid prior to use.

Room Requested _____ Date Needed _____

Time Needed _____ Reason For Use _____

Type of Organization _____ Non-Profit _____ Profit/Business

_____ Private Individual _____ Other

Janitor Needed _____ YES _____ NO

If no, you are responsible for clean-up, and clean-up must be acceptable to school standards or fees may be applied.

Janitor Assigned _____ Deposit/Janitor Fee \$ _____

Date _____
Signature of Individual authorized and responsible for the organization requesting use of the building. This person and organization are liable for any damage to the building.

Organization Requesting Building Use

Date _____
Signature of Outreach/Community Education Coordinator
Comment: _____

Date _____
Signature of Room Teacher
Teacher Approval: YES NO: Why _____
Comment: _____

Date _____
Signature of Principal
Comment: _____