

COMMUNITY USE OF SCHOOL FACILITIES REQUEST FORM
HAMPTON FALLS SCHOOL DISTRICT
REQUEST FOR USE OF DISTRICT FACILITIES

Organization or Group: _____

Day, Date, and Time of Requested Use:

School Facility Requested: _____

Description of Event: (including number of participants, set up and clean up times)

I understand that:

1. The use of alcoholic beverages, drugs, tobacco products, profane language, or gambling in any form is strictly prohibited in district facilities and on district grounds and shall result in immediate revocation/suspension of the use of the district properties.
2. Athletic groups must supply own equipment.
3. School Board Policy KF governs use of school facilities. **I have received a copy of this policy and have reviewed its provisions.**
4. A safety announcement will be made prior to the start of all public events in an assembly area with a capacity greater than 300. The announcement will explain where all exits are located and the person in charge will make sure exits are clear at all times.
5. A facilities fee of time and one half (1.5) of the custodial fee will be charged to non-profit and for-profit agencies for the use of the Lincoln Akerman School facility.

Signature of Person Making Request: _____

Telephone #: _____ Date of Request: _____

Authorized Approval: _____ Date: _____

Name of Authorized Key Holder Responsible for Event: _____
(Printed Name and Signature)

Date: _____

Adopted: September 7, 2006
Reviewed: September 6, 2007
Revised: October 2, 2008
Cancellation:

DATE: