



FACILITIES USE REQUEST ***(Internal Groups and Staff)***

Please complete as much information as possible to best meet the program's needs. This form is for **internal** facilities requests *ONLY* (FUSD/FDS associated groups: staff, FDS sports, PTO, book fair, etc.). ***Once completed, submit to the principal for approval at least five (5) days prior to the activity date.***

Today's Date: _____

Requestor's Name/Role: _____

Contact #: _____ Email: _____

Name of activity/program: _____

Date(s) of activity/program: _____

Ongoing activity (attach schedule)

Start Time: _____ End Time: _____

Set-Up Time: _____ Take-Down Time: _____

Location Requested:

FDS Gym Library Staff Lounge Kitchen Parking Lot (FDS or FES)

Athletic Field (upper) Athletic Field (lower) District Office – Board Room

Other: _____

Set-up Items Requested: (provide #)

Table(s) _____ Extension Cord(s) _____ Garbage Can(s) _____

Chairs _____ Podium _____ Key(s) for access

Bathroom access Other _____

For office use only:

Principal Approval/Signature: _____ Date: _____

District Approval/Signature: _____ Date: _____

Entered on Facilities Calendar: _____ Copy to Site: _____ Entered on Site Calendar: _____
Initial/Date Initial/Date Initial/Date

Copy of Request to M & O/Facilities Lead: _____ Date _____ Final Approved Copy of Request to District Office for file.

Use of Facilities Process for Internal Groups and Staff

1. Staff/group member completes *Use of Facilities Request for Internal Groups and Staff* Form.
 - a. Please include all dates requested *or* attach a schedule if it is an ongoing activity.
2. Request is submitted to the Site Principal for review and approval.
 - a. Principal/School Office responsible for ensuring events are on the Site Calendar.
3. Once Site Principal has reviewed/approved, the request will be forwarded to the District Office for final coordinating steps:
 - a. Enter on (shared) district Facilities Calendar
 - b. Copy of Request to M & O
 - c. Final/Approved Copy remains on file in the District Office