

**Moscow School District 281
REQUEST FOR USE OF FACILITIES**

Organization _____

Activity _____ Date of initial request _____

Day(s) & Date(s) of use _____ Time of use _____

Building to be used _____ Doors to be used _____

Ticket costs _____ Estimated attendance _____ Proof of Insurance yes no

Please check the appropriate boxes:

- | | | |
|---|--|---|
| <input type="checkbox"/> Classroom No. _____ | <input type="checkbox"/> Auditorium | <input type="checkbox"/> Library |
| <input type="checkbox"/> Classroom No. _____ | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Multipurpose |
| <input type="checkbox"/> Classroom No. _____ | <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Commons (H.S.) |
| <input type="checkbox"/> District Office Board Room | <input type="checkbox"/> District Office Conference Room | |
| <input type="checkbox"/> Other (specify) _____ | | |

Specific equipment needed:

1. _____ 2. _____ 3. _____

Other _____

I have read and agree to comply with the requirements as outlined in the Moscow School Board Policy, Range 7100-7199.

Representative's Signature

Representative's Phone Number

Representative's Address

Building Administrator's Signature

Date

Copies sent to:

- ___ H.S. Activities Desk (calendar)
- ___ J.H. Activities Desk (calendar)
- ___ H.S. Activities Director
- ___ J.H. Activities Coordinator
- ___ School Principal _____
- ___ School Custodian _____
- ___ Maintenance/Custodial Supervisor
- ___ Business Manager
- ___ Director of Student Nutrition Services
- ___ Transportation Director
- ___ Representative
- ___ Classroom Teacher

For In-District Use Only:

District Services:

Custodian _____ hrs _____

Cook/Cooks _____ hrs _____

Rental fee _____

Other _____

TOTAL CHARGES \$ _____