

**KF-EB ©**  
**CLARKDALE-JEROME SCHOOL DISTRICT**  
**COMMUNITY USE OF**  
**SCHOOL FACILITIES**  
**REQUEST FOR USE OF SCHOOL FACILITIES**

Date \_\_\_\_\_, 20\_\_\_\_\_

TO: \_\_\_\_\_

We, \_\_\_\_\_, request the use of

Name of organization/group

a school building facility at CLARKDALE-JEROME SCHOOL DISTRICT School for the purpose of presenting the following program:

\_\_\_\_\_

Specific location requested \_\_\_\_\_

We wish the above facility on the following dates: (An attachment is acceptable.)

Day(s) of week	Month	Date(s)	Year	Hours
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If equipment, lighting, tables or chairs are required please specify and indicate any special arrangements needed on the form provided.

There [ ] will [ ] will not be an admission charge. The admission will be \_\_\_\_\_ for adults and \_\_\_\_\_ for children. The proceeds will be used for: \_\_\_\_\_

\_\_\_\_\_

The rental fee will include custodial or school personnel services, utility costs, and equipment usage fee, if applicable. *NOTE:* Food services charges and technicians are paid separately.

Two (2) people the District may contact, if necessary, are:

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone: (work) \_\_\_\_\_ (home) \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone: (work) \_\_\_\_\_ (home) \_\_\_\_\_

***We agree to become familiar with and abide by the printed rules and regulations of the District concerning the public use of school facilities and conduct on school grounds.***

This request shall be submitted at least two (2) weeks prior to the requested date(s).

RENTAL IS PAYABLE IN ADVANCE TO: Clarkdale-Jerome School District

Remit to District Office: 1615 Main St. Clarkdale, AZ 86324

\_\_\_\_\_

Signatures and titles of organization representatives (2)

**FOR DISTRICT USE ONLY**

LEASE AGREEMENT (where applicable)

It is understood that all rates quoted, as well as other conditions stipulated, are a part of this agreement and that proof of liability insurance is required.

Base charge of facility to be used. . . . . \$ \_\_\_\_\_

Additional charges . . . . . \$ \_\_\_\_\_

Total \$ \_\_\_\_\_  
Classification of user (circle one)  
I      II      III

Your application for school building usage has been:

District Action

\_\_\_\_\_ Denied or altered for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Approved: \_\_\_\_\_

\_\_\_\_\_ Business Administrator

\_\_\_\_\_ Superintendent

Date \_\_\_\_\_ 20\_\_\_\_\_

Lessee Acknowledgement

Signature \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_\_\_\_

**Note:** All requests for use of property and/or equipment must be submitted to the District office for approval/disapproval. In order to avoid conflict in use, please submit all requests *at least fourteen (14) days* prior to date of requested usage.

**Checklist of Needs (part of application)**

- Custodial services needed.
- Special equipment needed:
  - Public address system.
  - Scoreboard controls.
  - Stage equipment.
  - Special school personnel.
- Keys for access to: \_\_\_\_\_
- Custodial services:
  - Open building.
  - Close building.
  - Extra time needed for extra cleanup needed \_\_\_\_\_
  - Custodial time needed to set up \_\_\_\_\_
- Estimated number of hours \_\_\_\_\_
- Total hours \_\_\_\_\_