

AUGRES-SIMS SCHOOL DISTRICT

BUILDING USE REQUEST

Building use request must be submitted ten (10) business days prior to date of use.

Building: High School _____ Elementary _____

Room(s) Requested:

Applicant Name:

Purpose of Facility Use:

Dates/Times of Use:

Equipment Needed/Items to be Used:

Cafeteria Employee Required: Yes _____ No _____ Salary:

Custodial Employee Required: Yes _____ No _____ Salary:

The applicant for building use agrees to be held fully responsible and replace, repair or pay in full for all property damaged, destroyed and/or lost.

Applicant Signature: _____ Date:

Principal Signature: _____ *Date:*

Athletic Director Signature: _____ *Date:*

Approved: Yes _____ No _____

Key Issued: Yes _____ No _____ Key #/Code: _____ Date Returned:

Copies To: *Applicant* *Building Principal* *Support Personnel*
Superintendent