



IN-DISTRICT APPLICATION FOR USE OF SCHOOL BUILDINGS

(Except Coaches Camps/Clinics)

Name of Building _____ Building Open at _____

Facility to be used (e.g., gym, classroom, cafeteria, library) _____

Date(s) of Use _____

Event Time: From _____ To _____ Required Set-up Time: From _____ To _____

Purpose of Building Use _____

Organization or Group Using Facility _____

Reserved By _____ Event Contact Person _____

Event Contact Details _____

Address

Telephone

Fundraiser: Yes _____ No _____ (If yes, must fill out **Fundraising Request, DW-215** form.)

Use of Building Kitchen Facility: Yes _____ No _____ (If yes, contact Food Services at (406) 268-6047.)

Concessions: Yes _____ No _____

Equipment:

Screen _____ Stage Lights _____ Microphone _____

Power Cord _____ Podium _____ Sound System _____

TVs _____ VCR/DVD _____ Piano _____

Chairs _____ Tables _____ Number of BB Courts _____

Score boards _____ Volleyball nets _____

Music Equipment (risers, stands, etc) _____

Other _____

Special set-up instructions: _____

Conditions of Facilities Use – Use of District facilities is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco or other drugs are sold or consumed on the premise by the requesting organization or individual, or any of its employees, patrons, agents, or members.
2. That illegal games of chance or lotteries will not be permitted.
3. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of the District.
4. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of District facilities.
5. That the use of the facilities and equipment will be in compliance with GFPS rules and regulations, as well as this application.
6. The District uses audio and video surveillance to monitor activity in the facility.

Sign _____
Authorized Representative Date

GREAT FALLS PUBLIC SCHOOLS

For _____
Organization or Group

Building Principal/Associate Principal

Distribution: White - Renter | Pink - Principal | Gold - Custodian | Yellow - Rentals | Green - Buildings & Grounds