



**Jefferson County School District R-1: Building and Facility Use Request Form**

Organization: \_\_\_\_\_  
 Type of Organization: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

(An email is now required to send out contracts and permits)

School Name: \_\_\_\_\_  
 Room(s)/Field(s) Requested: \_\_\_\_\_  
 Purpose: \_\_\_\_\_  
 Number of Attendees: \_\_\_\_\_  
 Equipment/Set up Needed: \_\_\_\_\_

**NOTICE: Field Use Equipment (portalet rentals)**  
 Rental company name: \_\_\_\_\_  
 Contact person and phone number: \_\_\_\_\_  
**Note: Portalets must be secured in place and located away from storm drains.**

**Dates and Times Requested**

Date	Day	Start Time	End Time
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.

**Office use only:** \_\_\_\_ Approved \_\_\_\_ Disapproved  
 Date received: \_\_\_\_\_ Date entered: \_\_\_\_\_  
 Will there be a custodian on duty? Y N \_\_\_\_ hours of custodial overtime will be billed to the user.  
 Will security be required? Y N  
 Name of approved District staff member responsible for facility if no custodian will be on duty: \_\_\_\_\_

Restrictions: \_\_\_\_\_  
 Principal/Administrator Signature: \_\_\_\_\_