



FACILITY REQUEST FORM

The undersigned applicant makes application for the use of the school building designated below. Please refer to Board Policy 906 to determine the proper use of school facilities. The applicant must complete a Facility Use Agreement prior to the use of facilities.

Today's Date: _____ Name of Organization/Group: _____

Type of Organization (check one): Non-Profit For-Profit Government Educational

Representative Contact Information:

Name: _____ Home Phone: _____
Address: _____ Cell Phone: _____
_____ Email: _____

Building Requested:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Altoona Elementary | <input type="checkbox"/> Four Mile Elementary | <input type="checkbox"/> Harbor Alternative | <input type="checkbox"/> SEP High School |
| <input type="checkbox"/> Centennial Elementary | <input type="checkbox"/> Mitchellville Elementary | <input type="checkbox"/> Spring Creek | <input type="checkbox"/> District Office |
| <input type="checkbox"/> Clay Elementary | <input type="checkbox"/> Runnells Elementary | <input type="checkbox"/> SEP Junior High | <input type="checkbox"/> Central Place |
| <input type="checkbox"/> Delaware Elementary | <input type="checkbox"/> Willowbrook Elementary | Other: _____ | |

Please select the area(s) of the building you wish to rent:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Auditorium* | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Girls Locker Room | <input type="checkbox"/> Multipurpose Room |
| <input type="checkbox"/> Baseball Complex | <input type="checkbox"/> Conference Room | <input type="checkbox"/> Gymnasium* | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Boys Locker Room | <input type="checkbox"/> Elementary Fields | <input type="checkbox"/> Kitchen/Cafeteria | <input type="checkbox"/> Softball Complex |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Fitness Center | <input type="checkbox"/> Library/Media Center | <input type="checkbox"/> Tennis Courts |
| <input type="checkbox"/> Commons Area | <input type="checkbox"/> Football Field | Other: _____ | |

Purpose of use: _____

Date(s) to be used: _____ Time range of use (include a.m./p.m.): _____

Will admission be charged? Yes No If yes, what is the admission fee? _____

Is this a fundraising activity? Yes No If yes, where do funds go: _____

What percentage of your participants will be Southeast Polk School Students/Residents? _____

Estimated number of participants: Youth: _____ Adults: _____ Senior Adults: _____

Special equipment required? _____

Name of Insurance Company? _____ Policy #: _____

*If requested Auditorium

- | | | | |
|-------------------------|----------|------------------------------|-----------------------------|
| #of seats on stage: | Stand | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| #of tables on stage: | Lighting | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| #of microphones: | Podium | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Stage curtain/attendant | Other: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

*If requested Gymnasium:

- | | | | | | |
|------------------|------------------------------|-----------------------------|-----------------|------------------------------|-----------------------------|
| Basketball Hoops | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Scoreboard | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Bleachers | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Volleyball Nets | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| PA System | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Other: | | |

Signature of Applicant

Date