

SOUTHERN FULTON SCHOOL DISTRICT
REQUEST FOR PERMISSION TO USE SCHOOL FACILITIES

The Approval Process: If Board approval is required, requests needing Board approval should be submitted **60 days** prior to the event or activity. **Requests should be submitted to the Building Principal.**

Date completed: _____

Requesting use of: High School _____ Elementary _____

Area Needed: _____

Date(s) requesting: _____ Time(s): _____ to _____
_____ to _____

Approximate Number of People Attending: _____

Additional District Staff Needed (please specify): _____

Name of Organization: _____

Type of Organization: Non-profit _____ Civic _____ Community _____
School-related _____ Other (please specify) _____

Do you have insurance? Yes _____ No _____ If yes, attach copy of certificate.

Function to be held: _____

Contact: _____

Address: _____

Phone Number: Day _____ Evening _____

Comments: _____

Building Principal: Approved _____
(give to Business Manager) Not Approved _____

Principal's Signature _____

Date: _____

_____ In the event that a support staff employee must be present to unlock gate, open doors, clean up, etc. please make sure that the person requesting use of the facility be made aware that a charge will apply if the event is not during regular working hours. Please check if this applies and notify the district office the name of the support staff.

Business Manager: Fees for Organization: _____
(give to Board Secretary) Date: _____

Southern Fulton School District Policy 707 Excerpt:

Guidelines – The use of school facilities is limited to groups organized for lawful purposes. Facilities shall not be used for any of the following purposes:

1. Affairs for private individual monetary gain.
2. Purposes which in any way conflict with the aims and objectives of the school district.
3. Use of buildings, grounds and facilities shall be strictly in accord with the school code.

I certify that the above information is true and correct to the best of my knowledge and that this request conforms to the aforementioned guidelines and school district policy.

Signature