

**CAMPBELL CITY SCHOOL DISTRICT**  
**BUILDING USE REQUEST FORM**

**ORGANIZATION REQUESTING USE:** \_\_\_\_\_

**PURPOSE OF USE:** \_\_\_\_\_  
\_\_\_\_\_

**BUILDING REQUESTED:** \_\_\_\_\_ K-7 School \_\_\_\_\_ Memorial High School

**SPECIFIC AREA:** \_\_\_\_\_

**DATE(S) REQUESTED:** \_\_\_\_\_

**TIME BUILDING IS TO BE USED:** From \_\_\_\_\_ (a.m. / p.m.) to \_\_\_\_\_ (a.m. / p.m.)

**Please check YES or NO:**

- The use of the building will result in a profit to the organization . . . . . YES  NO
- There will be no profit for the requested activity . . . . . YES  NO
- Custodian required . . . . . YES  NO
- Cook required . . . . . YES  NO
- Liability insurance . . . . . YES  NO

**THE ORGANIZATION OR GROUP REQUESTING USE OF THE BUILDING MUST OBSERVE AND AGREE TO THE FOLLOWING REGULATIONS:**

1. The organization must pay for any damage to the building or equipment in the area of the building assigned to them.
2. The organization must leave the building at the specified time.
3. The organization may not leave the assigned area.
4. The organization may use the nearest restrooms.
5. The organization must leave the assigned area in the appropriate condition.
6. The organization must have adult supervision at all times. Supervision must be by individuals assigned by the organization or group as named above.
7. The organization will guarantee that only the persons listed above will be permitted to take part in the activity as outlined. No other activities are acceptable unless specifically approved.
8. If the above mentioned regulations are not observed at all times, use of the building will be denied.

**PERSON DESIGNATED AS RESPONSIBLE SUPERVISOR:**

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_  
Maintenance Supervisor Date Building Principal(s) Date

\_\_\_\_\_  
Athletic Director Date Superintendent Date