

**Application for Facility Use**  
Banner County Schools

Name Of Person/Organization Requesting Facility Use \_\_\_\_\_

Name Of Organization's Contact Person \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

What Facility and Room(s) Are You Requesting To Use? \_\_\_\_\_

\_\_\_\_\_

For What Activity Or Program Are You Using The Facility? \_\_\_\_\_

Date(s) Facility Needed \_\_\_\_\_

Starting Time \_\_\_\_\_

Ending Time \_\_\_\_\_

Check The Items That You Will Need For The Activity:

\_\_\_\_\_ Folding Chairs – How Many? \_\_\_\_\_

\_\_\_\_\_ Tables – How Many? \_\_\_\_\_

\_\_\_\_\_ Lighting – Instructions? \_\_\_\_\_

\_\_\_\_\_ Public Address Microphone

\_\_\_\_\_ Electrical Outlets

\_\_\_\_\_ Extension Cord – Length Needed? \_\_\_\_\_

\_\_\_\_\_ Concession Stand

\_\_\_\_\_ Scoreclock

\_\_\_\_\_ Podium

\_\_\_\_\_ Others (Please List)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All Facility Use Is Subject To A Fee, If Applicable.

Any Groups, Organizations, or Individuals using Banner County School's facilities or equipment, will be held responsible for any damages incurred during their actual usage.

**REQUEST APPROVED:**

\_\_\_\_\_  
**Date Received**

\_\_\_\_\_  
**Signature of School Administrator**

\_\_\_\_\_  
**Date Approved**

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_