

LEECHBURG AREA SCHOOL DISTRICT
REQUEST TO USE DISTRICT FACILITIES
(By Staff Members – After School Hours)

- A. Requests are to be made as far in advance as possible, but no later than three (3) days before facility is needed.
- B. Teacher/Coach/Sponsor must be present for group to gain admittance and remain until activity is concluded.
(Attach one form to yearly activity schedule-sports, band, etc.). Submit all copies of this form to principal.
- C. Activity is restricted to those areas/facilities requested.
- D. Principal is to be notified immediately if activity is cancelled.

REQUESTED BY: _____ ORGANIZATION: _____

BUILDING: _____ FACILITY: _____

DATE OF USE: _____ TIME: _____
(Beginning/End Times)

ACTIVITY: _____ NO. OF PARTICIPANTS: _____

PURPOSE: _____

ENTRANCE AND EXIT TO BE MADE AT: _____
(Specific Doors To Be Used)

CUSTODIAL SERVICES NEEDED: _____

SUPPLIES/EQUIPMENT NEEDED: _____

DATE SUBMITTED: _____ AUTHORIZED BY: _____
(Principal)

PRINCIPAL'S COMMENTS:

Use of District Facilities By Staff Members Routing: (Check appropriate box as each step is completed.)

- 1. *Requestor:* Submit initial request to Building Principal.
- 2. *Building Principal:* Grant building level approval and forward to Building and Grounds Supervisor.
- 3. *Building and Grounds Supervisor:* Keep original for file; forward copy to Building Principal.
- 4. *Building Principal:* Keep copy for file; forward copy to Requestor for verification of approval.