

FIREBAUGH - LAS DELTAS UNIFIED SCHOOL DISTRICT

1976 Morris Kyle Drive, Firebaugh, CA 93622
Phone (559) 659-1476 Fax (559) 659-2355

INTERDISTRICT REQUEST FOR USE OF SCHOOL FACILITIES

*Form must be completed and signed by a school employee.
Request must be submitted 30 days prior to date of event.
Final approval must be received prior to the sale of any tickets for this event.*

Today's Date: _____

School Requesting Use: _____

Organization: _____

Event: _____

Site/Facility being requested: _____

Date(s) of Event: _____

Preparation Start Time: _____ am / pm End Time: _____ am / pm

Event Start Time: _____ am / pm End Time: _____ am / pm

Equipment Needed (chairs, tables, sound system): _____

Adjoining Facilities Needed: _____

Special Staffing Needs (custodian, cook): _____

Name(s) and Title of person(s) supervising the event: _____

Signature of Staff Member Making Request: _____

Print Name of Staff Member Making Request: _____

Principal Signature (of school requesting use): _____

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Do Not Fill In Below Line
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For M.O.T. Office Use Only:

____ Yes ____ No School Site Approval Signed: _____ Date: _____

(Principal of Site to be Used)

____ Yes ____ No Maintenance Approval Signed: _____ Date: _____

____ Yes ____ No Food Service Approval Signed: _____ Date: _____

____ Yes ____ No District Office Approval Signed: _____ Date: _____

(Superintendent)

***** THE STAFF MEMBER MAKING THE REQUEST WILL BE NOTIFIED ONCE FINAL APPROVAL HAS BEEN GRANTED *****

***** Do not advertise or sell tickets to any event prior to receiving the Final Approval notification *****

If you have any questions, please contact the MOT Office at (559) 659-1088