

Central Unified School District Facility Use Request For Outside Organizations

-FUR-

Complete this form two (2) weeks in advance.
Signed Terms and Conditions is required.

Today's Date

Contact Name

Contact Phone Number

CONTACT EMAIL

Outside Organization must complete this section.

Organization Name

Mailing Address

City, ST, ZIP

Description of Activity or Event

↑
Attach Insurance

List Site Name (e.g. Teague, Saroyan, Koligian)	List Facility Needs (Cafeteria, Gym, Field, Classrm, etc.)	List Room # or exact location, if ap (i.e. soccer field, Rm 32)
<input type="text"/>	<input type="text"/>	<input type="text"/>

EVENT TIME CONTACT
& EMERGENCIES
994-9800

Event Date(s)	Event Time Includ Set Up/Break Down	Est # of Attendees	Adults	Students

Please list all type of audio-visual or lighting needs, if any (i.e. pull-down screen, microphone, projector)

Please list number and type of all furniture and other equipment needs, if any (i.e. 10 6-foot tables, 5 chairs, podium, etc.)

Please list any other staffing/labor needs. Athletic Dept: Equipment Custodian should provide all necessary labor unless indicated otherwise here.

Special Set Up Instructions

	YES/NO		YES/NO
Open Restrooms?	<input type="checkbox"/>	Set Up Required?	<input type="checkbox"/>
Activate Air/Heat?	<input type="checkbox"/>	Take Down Required?	<input type="checkbox"/>
Security Disarmed/Re-Armed?	<input type="checkbox"/>	Open Vehicle Gates?	<input type="checkbox"/>
Field Lights on?	<input type="checkbox"/>	Conditions apply to opening gates	

Please explain any outside vendors:

FOOD SERVICES/CHILD NUTRITION

Will Food be Prepared or Served?	<input type="checkbox"/>	Food Safe Certification?	<input type="checkbox"/>
Will You Require Kitchen Access?	<input type="checkbox"/>	Name on Certification	<input type="text"/>
FORMS HAVE BEEN SENT TO FOOD SERVICES?		Please attach copy of certification	

Please explain what types of food will be served or prepared

If In-House Chargeable, please list Account Code:

Signature _____ Date _____ Contact Number _____

Operations Account Code: