

REQUEST TO USE SCHOOL FACILITIES

Please complete the questions below and forward the request to Sherry Oliver at the Administration Building

Name of Organization requesting to use school facilities:

Contact Name and Phone Number:

Which district facility are you requesting to use:

Date(s) facility is needed:

Time/Hours of the day the facility is needed:

For what purpose will the facility be used?

If for students use, will students from outside China Spring ISD be involved?

How many participants will be involved?

Will an admission fee be charged?

Will special equipment or technical assistance be needed?

If yes, Please specify _____

Signature: _____ Date: _____

Request Approved: _____ Date: _____

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