

# REQUEST TO USE SCHOOL FACILITIES

Please complete the questions below and forward the request to Jennifer Adams 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:** \_\_\_\_\_

**Request Denied:** \_\_\_\_\_

The China Spring Independent School District does not discriminate on the basis of race, color, national origin, sex, age or disability in the admission to the educational programs, services or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of its operation. The China Spring Independent School District also does not discriminate in its hiring or employment practices and is an equal opportunity employer. Question, complaints, or requests for additional information may be forwarded to the compliance coordinator.