

# Molalla River School District

Code: KG-AR(3)  
 Revised/Reviewed: 5/14/09; 7/10/14

## Facility Use Request and Agreement

*If use cancelled, a cancellation form must be completed*

|  |   |
|--|---|
| Organization/Nature of Organization  |   |
| Name of Supervisor   |   |
| Email  |   |
| Phone Numbers  |   |
| Address  |   |
| Type of Activity: <i>game, practice, class, clinics, fundraisers, tryouts, meeting, other</i>                |   |
| Building Requested<br>(circle one)   | MHS      MRMS      District Office      PE Gym      MES<br>Mulino      Rural Dell<br>Clarkes      Natural Resource Center |
| Specific Location  | Describe area   |
| Start Date (i.e. Monday, May 1, 2015)  |   |
| End Date (i.e. Monday, May 1, 2015)  |   |
| Time   | FROM:                  AM/PM TO:                  AM/PM   |
| Equipment Needed<br><i>Chairs, Tables, projector, etc.</i><br>(Some equipment may be assessed a fee for use) |   |
| Set up Time Needed?  | Yes / No  |
| Set up Date / Time   | Date for Set up                          Time   |
|  |   |
| <b><i>For School District Use Only</i></b>   |   |
| Custodian Assigned   |   |
| Key/Access Card Assigned   |   |
| Category   | ONE                  TWO                  THREE   |
| Charges  |   |

### DISTRICT USE - APPLICATION PROCESS

|   |                                  |
|---|----------------------------------|
| Received date and time                                | Reference Number Assigned        |
| Date Scanned to School                                |                                  |
| Certificate of Insurance Received?                    |                                  |
| Date Approval received from School                    |                                  |
| Date Scanned to Superintendent for Exception Approval |                                  |
| Date scheduled on Outlook                             |                                  |
| Process Complete Date                                 | Approved                  Denied |
| Date Approval/Denial sent to applicant                |                                  |