



**SOUTH WESTERN SCHOOL DISTRICT
BUILDING/FACILITY USE
APPLICATION FORM**

****SUBMIT REQUEST 30 DAYS IN ADVANCE TO ALLOW FOR PROCESSING TIME****

Today's Date: _____ Name of Organization/Group: _____

Description of Organization/Group: _____ Non-Profit _____ Profit _____

School/Facility &

Rooms Requested: _____

Authorized Contact Person(s): _____

Name

Title

Address: _____

Email Address: _____ Phone: _____ / _____

Home

Business or Cell No.

List date(s)/times(s) {include the time you will need for set-up and cleanup}: _____

Responsible On-site Contact(s) During Event: _____ Phone: _____

Purpose for which the facility will be used: _____

Estimated # of participants/teams: ____/____ Are any fees collected (participation, admission, etc)? If so, amount \$ _____

% of participants that are SWSD residents? _____ % of participants that are SWSD students? _____ Age Group: _____

If fees are collected, what are they used for? _____

District equipment requested and/or special set-up requirements: _____

Equipment and/or items being brought in: _____

**Please attach roster of participants with home addresses {must be updated as needed & current}
and a copy of your registration form and/or flier**

****Please review Facility Guidelines and Fee Schedule information BEFORE you submit your application****

Please sign agreeing the above information is accurate & complete: _____

OFFICE USE ONLY

FEES	HOURS	RATE	EST. COST	ACTUAL HRS.	ACTUAL COST
Category: A B C D					
Custodian:					
Security:					
Equipment:					
Facility Rental: 1.					
Facility Rental: 2.					
Other:					

Total Estimated Cost: \$ _____ Actual Cost DUE: \$ _____

Approval: _____ Date: _____

Application Not Approved: _____ Date: _____

Schedule _____ Board Memo _____ Contract _____ HVAC Program _____