

- A. **All individuals** requesting to use District facilities for non-school District sponsored events must complete an Application and Permit for Use of School Buildings form (see sample) or by filling out electronically ([Facility Use electronic Request](#)) and submit the application at least 7 days prior to the event to the Director of Athletics.
- B. The completed application will be sent to the Athletic Department at the District office. The school is responsible for arranging any supervision required or requests for use of equipment. If supervision by building personnel is not available, the event will not be scheduled. If the school is approving the application, the event should be penciled in on the school calendar until final approval is received from the Director of Athletics office.
- C. After the approval from the school is received at the District office, the District Athletic Director will determine the rental and/or supervision fees (per the fee schedule) and confirmation will be sent to applicant via email. This request will then be added to the district calendar.
- D. If the application is denied, the applicant will be sent a confirmation email from the District Athletic Directors office.
- E. After the event has taken place, the District office will invoice the applicant for the rental/supervision fees. All fees must be made payable to Columbia Public Schools, not to the custodian/supervisor (compensation for building supervision must be paid through District payroll procedures, per IRS regulations).
- F. The following instructions should be used to complete the Application and Permit for Use of School Buildings64.58 Tm0 g0 G[.he/F1 12r0 G(Use)5(of S)]T1w 1 0e appli instrucEw1 0

7. PURPOSE FOR WHICH PREMISES WILL BE USED: Indicate the purpose of the event or meeting requested to be held at the school.

8. AMOUNT OF ADMISSION TO BE CHARGED: If there will be an admission fee to attend the event, indicated that amount in this field.

9. TIME DESIRED: Indicate the day(s) of week, dates, and from and to times for which the school will be required.

10. APPLICANT: The name, complete address, phone number, date and signature of the person requesting the use of the school building.

11. APPROVAL: To be completed by the Director of Athletics.

SAMPLE APPLICATION AND PERMIT FOR USE OF SCHOOL BUILDING

