

APPLICATION
FOR THE USE OF PUBLIC SCHOOL (USD 259) FACILITIES BY COMMUNITY GROUPS

Please type or print.

Mr. Mrs. Ms. _____
Last Name First Name Middle Initial

_____ Address City State Zip Code

_____ Date of Application Office Telephone Cell/Home Telephone

E-Mail Address: _____

Name of organization requesting use of school facilities: _____

Briefly state the purpose of the organization: _____

List the first choice of school building or site you wish to use: _____ List second choice: _____

Explain briefly the program or activity for which the facility is to be used: _____

List the specific part or parts of the building to be used: Auditorium [] Gymnasium [] Cafeteria []

Other areas needed (activity fields, tracks, tennis courts, etc.): _____

List requested date or dates (be specific): _____

List requested hours to be used (be specific): _____

List any school equipment you wish to use: _____

Will foods or beverages be served or sold at this activity? Yes [] No []

Approximately how many people do you expect to attend? _____ Admission Charge for this activity? Yes [] No []

Explain how the admission will be collected (advance ticket sales, admission charged at the door, etc.): _____

Will a free will offering be received? Yes [] No []

How received (donation box, collection plate passed, etc.)? _____

Explain briefly how the proceeds from this activity will be used: _____

If application is approved for use of school facilities, the organization making this request will hereby agree to comply with REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES BY COMMUNITY GROUPS as printed on the reverse side of this application.

Signature of Person Authorized to Sign Application

Please sign and return this application to: Cindy David, Property Services Office
Unified School District No. 259
903 S. Edgemoor – Rm. 207
Wichita, Kansas 67218
316-973-4558

Retain a copy for your records.