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

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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.