

Gateway School District
EMPLOYEE REQUEST TO USE FACILITIES
Complete form and return via interoffice mail to:
Public Relations Dept., Gateway Administrative Offices

1. Request must be made TWO WEEKS in advance before date of event.
2. Person requesting facility use must be present in order for group to gain admittance and must remain with group for entire event.
3. The PR Dept. MUST be notified in writing of any event cancellation.

Requested by: _____ Organization: _____

Address: _____

City, State, Zip: _____

Employee's Base Building: _____

ACTIVITY IS RESTRICTED TO THOSE AREAS REQUESTED ON THIS FORM.

Areas: _____

(i.e. gym, auditorium, aux gym, rest rooms, classroom, etc.)

Entrance & Exit to be made at: _____

(specify door)

LIST ALL DAYS AND DATES YOU ARE REQUESTING USE OF THIS FACILITY

(If more space is needed, attach a sheet to this form)

DAY/DATE	DAY/DATE	DAY/DATE	DAY/DATE	DAY/DATE

Enter Building at (Time): _____

Exit Building at (Time): _____

Activity Begins at (Time): _____

Activity Ends at (Time): _____

Activity: _____

Number of People Attending Activity: _____

Equipment Needed: _____

Date: _____

For Official Use Only – DO NOT WRITE BELOW THIS LINE

Comments:

Date Received: _____ Date Approved: _____ Application Rejected: _____

Permit No. : _____ Authorized Signature: _____

Insurance Received: _____ Invoiced On: _____