

**SERIES 800  
SCHOOL-COMMUNITY RELATIONS**

Administrative Exhibit 830

**REQUEST FOR USE OF MARSHALL SCHOOL FACILITIES**

**Organization or resident requesting use:** \_\_\_\_\_

**Individual responsible for organization's use of facilities:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**On-site event contact:** (*Required for tournament/event facility use*)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Purpose for use:** \_\_\_\_\_

Dates: \_\_\_\_\_ Times: \_\_\_\_\_ - \_\_\_\_\_

Dates: \_\_\_\_\_ Times: \_\_\_\_\_ - \_\_\_\_\_

Location requested: Bldg - \_\_\_\_\_ Rooms - \_\_\_\_\_

Public areas within district buildings may have video cameras installed for the purpose of maintaining a safe and orderly environment. Please reference Board Policy 731.3, *Electronic Surveillance of Public Areas of School Buildings*.

**I confirm that I am authorized to make requests on behalf of the above organization (if applicable) and to abide by the stipulations set forth by the District.**

\_\_\_\_\_  
Signature of responsible party \_\_\_\_\_  
Date

<b>For Office Use</b>			
<b>Estimated Costs:</b>	<b>Per Use</b>		<b>Total</b>
Room fee	\$	_____	\$ _____
Custodial fee	\$	_____	\$ _____
Other	\$	_____	\$ _____
<b>Total</b>	<b>\$</b>	_____	<b>\$</b> _____
Building Principal:	Approve Request _____	Deny Request _____	Date _____
Superintendent:	Approve Request _____	Deny Request _____	Date _____

Date of Adoption: April 26, 1995  
Date of Revision: January 28, 2015