



Application for Sponsor Agreement of School Facilities

A \$20.00 NON-REFUNDABLE DEPOSIT MUST BE SUBMITTED WITH THIS APPLICATION

Sponsoring Organization _____

Person(s) in Charge _____ Title _____

Address _____ Telephone _____

Facility Requested _____

Description of Activity _____

Date(s) of Use _____

Actual Event Time _____ a.m. p.m. to _____ a.m. p.m. Size of Group _____ Nature of Group: Adults Children

Set-Up Time(s) (if needed) _____ a.m. p.m. Clean-Up _____ a.m. p.m. Open to the public YES NO

Will admissions fees, contributions, or membership dues be collected? YES NO Amount of Charge \$ _____

How will the proceeds be used? _____

Will refreshments/food be served? YES NO *If yes, describe* _____

NonProfit Organization? YES NO *If yes, nonprofit number* _____

Equipment Requested (include number of all pertinent items)

Chairs: _____ Lectern: _____ Screen: _____ Slide Projector: _____

Tables: 6' _____ 8' _____ TV/VCR: _____ Data Projector: _____ PA/Sound System: _____

Other Equipment _____

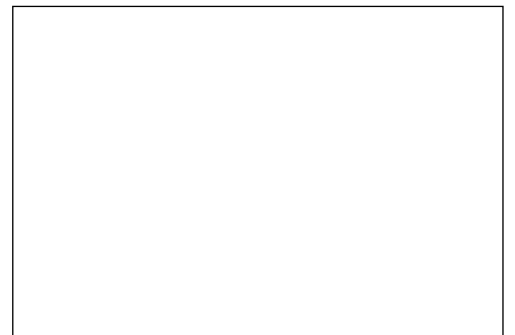
SET-UP OF FACILITIES: YES NO *If yes, please attach a detailed diagram of requested set-up to application.*

SPECIAL ARRANGEMENTS/SERVICES REQUESTED: _____

Signature of Authorized Representative _____ Title _____ Date _____

OFFICE USE ONLY

Coverage	Number Required	Hours Required	Classification: _____
College Police	_____	_____	Contract #: _____
Operations	_____	_____	Rate:
Grounds	_____	_____	<input type="checkbox"/> Free Use
Outside Officers	_____	_____	<input type="checkbox"/> Public
Other	_____	_____	<input type="checkbox"/> Commercial
			Liability Insurance:
			<input type="checkbox"/> Required
			<input type="checkbox"/> Waived



AMENDMENTS: _____ Facilities Coordinator _____

Date Distributed _____

Distribution: College Police Switchboard Maintenance Operations Audio Visual Other _____