

Portland Public Schools Facility Usage Application

Organization Info

Name of Group/Organization:		
Contact:	Cell Phone:	Email Address:
Date submitted:		
Date(s) of Event:		
Type of Event:		
Facility requested (circle):		
Oakwood	Westwood	Middle School High School

Usage Information

Time requested: Doors Open: _____ Doors Close: _____

Room or area requested (if auditorium, please also complete Auditorium Request Form):

Equipment requested: _____

Custodial Labor required? _____ Yes _____ No
 If so, in what way?

Do your plans involve: _____ Food _____ Beverage
 If yes, explain: _____

Are you: _____ Charging admission _____ Taking donations _____ Neither

Facility Usage Charges (Board of Education use ONLY)

Room rental fee \$ _____
 Labor costs (_____ hrs @ _____/hr) \$ _____
 Other charges \$ _____
 Total Facility rental fee \$ _____

I, acting the representative of the above designated organization or group, have read the rules appearing on the back of this form regarding the use of school facilities and can assure the Portland Public School District my organization or group will abide by these rules.

Signature	Date
Signature of Facility Coordinator.	Date
Signature of Board of Education Rep.	Date