

Central Consolidated School District

Requesting Use of School District Facility

(An application for the use of the School District facilities and areas for activities on any School District campus by both School District sponsored, related or unrelated individuals, groups, and organizations, must be completed and approved prior to the event.

1. Request for a Facility Use Application, which can be found on First Class, District Forms, Facility Use.
2. Individual requesting usage fills out the application and discusses with the School Principal. *(Applications must be submitted at least two (2) weeks before the event or they will not be considered. No Exceptions.)*
3. If the principal gives approval, the school designee scans a copy of the approved application down to Facility Use office or the individual can take the application down to the Facility Use Office themselves.
4. The Facility Use Coordinator shall review and sign the application to assure that the applicant has furnished all necessary information and has signed the form.
5. The Facility Use Coordinator will then timely forward the application to the Director of Finance for final approval.