

# Parkrose School District 3

KGAB-AR-2

Adopted: April/2003

Revised: Sept. 2, 2009

## **FREE/REDUCED FACILITY USE REQUEST**

(Use this form for one time or limited request)

Organization Making Application \_\_\_\_\_

Date of Application \_\_\_\_\_

Person Responsible \_\_\_\_\_ Telephone # \_\_\_\_\_

Purpose of Use/Type of Program \_\_\_\_\_

Purpose and Goal of Organization \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*You must meet the criteria for 'free' (see CRITERIA below) and attach the supporting information. The Facilities Coordinator will notify you of your disposition.. You will also receive a copy of this form for your records. Upon approval, you must fill out a Facility Use Application before facility use can take place.*

### **CRITERIA**

- Not to exceed 50 people per classroom
- Your group must directly serve the Parkrose community
- No admission, entry, or other fee will be charged to participants or spectators
- Attach a copy of your constitution (If Applicable)
- Attach a current list of members with addresses, (If Applicable)

Recommendation: PSD staff recommendations or comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **ACTION:**

Request Approved ☐ \_\_\_\_\_ Disapproved ☐ \_\_\_\_\_  
PHSCC Building Principal/Designee PHSCC Building Principal/Designee

This request is granted \_\_\_\_\_  
Date Range (Determined by PHSCC Principal)

\_\_\_\_\_  
PHSCC Building Principal Signature Date \_\_\_\_\_

**Additional Conditions or Terms: (If Applicable)**\_\_\_\_\_

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