



University Preparatory Academy District

Request for use of School Facilities

To Facilities Manager: _____ Building: _____

We seek access to the following school facilities:

School Building: _____ Room(s): _____

If for a season or extended period, state the beginning and ending dates.

<u>Day</u>	<u>Date</u>	<u>From</u>	<u>Hours</u>	<u>To</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Purpose: _____

Name of Advisor or Principal in charge: _____

Time entrance is needed to building _____

Time building will be vacated _____

We expect an attendance of approximately _____ persons.

The use of the following equipment is needed (Indicate Number):

_____ PA system _____ Chairs
_____ Tables _____ Projector

Additional items: _____

Additional requests or comments: _____

Requested By: _____
Signature

Address: _____ Telephone: _____

This space for Office use

This request has been fulfilled/noted by: _____ This date is unavailable _____
Reason _____



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Guidelines for Request to use of School Facilities

1. Print a copy of the facilities request form.
2. Go to Public Folders in Outlook (web-based version) to check the calendar to make sure the date of your proposed event is open.
3. If your date is available, please complete your form and submit it directly to Mr. Kochis via interoffice school mail.
4. Approval or denial of your request will be communicated within 5 days of receiving your request (please allow enough turn around time).

Please Note: While it is the desire of our facilities team to provide the spaces needed for events on our campuses, it may be necessary at times to cancel a prior approved event for administrative purposes. In the event this occurs, the facilities team will make every effort to work with you to reschedule or move your event to a different space. We appreciate your cooperation in advance.