



FACILITY USE FORM

During GPS sponsored activities, the person responsible must be a GPS employee approved by the director and/or superintendent. The person responsible must be present for the duration of facility use.

School Group

Non-School Group

Name of organization _____ Today's date _____

Activity name _____ Representative _____ Phone _____

Billing address _____ Text _____ City _____ State _____ Zip _____

Requested facility: Elementary school Middle/High school Athletic field _____

Classroom(s) (# _____) Library Computer Lab Cafeteria Home Econ. (602)

Gymnasium Gym Distance Learning Kitchen

Number of people expected: _____ Is there a participation/admission fee charged? Yes No Amount \$ _____

Purpose of use (a brief description must be attached) _____

Date of event: _____ Start time of event: _____ End time of event: _____ Recurring event?

Date(s) and time(s) of additional use: _____

(Include setup time, cleanup time, practice dates and times, and recurring event dates and times)

Special services and equipment

Bleachers pulled out Tape/CD Player Tables (# _____) Light Board

PA System TV/VCR or DVD Chairs (# _____) Sound Board

Microphone(s) (# _____) Data Projector Podium Screen

Computer/Internet Other _____

I understand and agree to guidelines on this form. I take full responsibility for any and all damages that may result from the use of the facilities which shall include but is not limited to extra custodial charges and possible repair/replacement costs.

Signature of responsible party _____ Date _____

OFFICE USE ONLY

Principal/Athletic Director _____ Date _____

Operations Director _____ Date _____

Superintendent _____ Date _____

ASSIGNMENTS

FEES

Classroom(s) _____

Facility use \$ _____

Gym _____

Custodial/Staff \$ _____

Other _____

Equipment \$ _____

Total charges \$ _____

Deposit \$ _____

Gobles Public Schools does not discriminate on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference.