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# PRAIRIE FARM SCHOOL DISTRICT

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# SCHOOL FACILITIES USE APPLICATION

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Date of use: \_\_\_\_\_

Time of use: \_\_\_\_\_

Time of Event: (start and end) \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Designated representative: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Private:      School:      Community Education:

Facility to use: \_\_\_\_\_

Alternate facility: \_\_\_\_\_

Purpose: \_\_\_\_\_

➡ Expectations for Custodial Staff: \_\_\_\_\_

➡ Special Request for Equipment (chairs, tables, technology, etc.)

Today's date: \_\_\_\_\_

Email completed form to: Linda Stehling - [lstehling@prairiefarm.k12.wi.us](mailto:lstehling@prairiefarm.k12.wi.us) or print and drop off in the main office.

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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Routing: community education coordinator, custodial staff, website administrator, other