

HENRICO COUNTY PUBLIC SCHOOLS

P.O. Box 23120

Henrico, Virginia 23223-0420

APPLICATION FOR USE OF SCHOOL FACILITIES



Application to use a school facility must be completed and submitted to the principal of the school involved at least 15 days prior to the anticipated use of the facility. The applicant should read the School Board Regulations which accompany this application before submitting it to the school principal. All custodial fees (if any) and operational charges must be submitted with the application. Make checks payable to Henrico County Public Schools. In the event that the request to use a school facility is denied, the check will be returned to the applicant. There is no insurance coverage for accidents or for the acts or omissions of persons not employed by Henrico County or Henrico County Public Schools. For information or assistance concerning the use of school facilities, please contact the school involved or the Department of Construction and Maintenance - 652-3900.

[] Check here - I certify that this group or organization is a Non- Profit Organization

APPLICANT IS TO COMPLETE ITEMS 1-10 TYPE OR PRINT (Press Hard)

- 1. Date application submitted:
2. Name of organization applicant represents:
3. Address of organization:
4. Name of applicant:
5. Address of applicant:
6. Applicant email address:
7. School to be used:
8. Specific area(s) to be used: Indoor: Outdoor:
9. Describe fully the nature of program to be conducted:
10. Amount of admission to be charged: \$ Proceeds will accrue to: [] charitable [] education [] cultural [] other
Name of Organization:

Signature of Applicant

SCHOOL PRINCIPAL IS TO COMPLETE ITEMS 11-17

- 11. The facilities requested above are available on the date(s) requested: [] Yes [] No
12. School Nutrition Service charges to be assessed: [] Yes [] No
13. Custodian assigned: Total custodial hours:
14. Facility space(s) assigned: Total operational hours:
15. Organization/Applicant is resident [] non-resident [] of Henrico County.
16. CUSTODIAL FEES \$ OPERATION FEE \$ TOTAL FEES MUST BE SUBMITTED WITH APPLICATION.
17. Comments:

Total Fees

Check No.

Date Received

Signature of Principal

Date

NOTE: SEND ALL COPIES FOR PROCESSING

RECREATION & PARKS USE ONLY - ITEMS 18-19

- 18. Total custodial hours paid by Recreation: Recreational personnel on duty [] Yes [] No
19. Additional comments:

DO NOT WRITE BELOW THIS LINE

Comments:

Application is [] approved [] disapproved

Date

Authorized Signature

Distribution:

White copy

- Construction & Maintenance

Canary copy

- Principal

Pink copy

- Business Manager

Goldenrod copy

- Use Permit - To be returned to applicant when processed