



FACILITY USE REQUEST FORM - COMMUNITY OUTDOOR FACILITY USE

Fill out the following information and submit request to the Customer Support Center. Submission of request does not guarantee approval; reservation will not be confirmed until the Facility Use Permit and [Acknowledgment of Receipt](#) is received. Please allow 10 business days for processing of request. [Strict policy KF – Use of District Facilities](#), [Facility Use Guidelines \(Community\)](#), [Building Rental Fees](#), and [Personnel Fees](#) for additional details.

Date: _____

Requester Name: _____ Email Address: _____

Organization Name: _____

2 Q 6 L W H (P H U J H Q F \ & R Q W D F W B

Daytime Phone: _____ Evening Phone: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Event Description: _____

Age Group: Pre-K-12th Grade Adult Number Attending: _____

Liability Insurance: Yes No

Note: All user groups must submit a certificate of insurance with this application. Additional information regarding insurance requirements and options for obtaining insurance can be found at <http://www.psdsschools.org/departments/building-rental>.

Equipment and Service Needs:



Second Choice of Location

Location: _____ Space(s) Requested: _____
Start Time: _____ End Time: _____
Date (if one day only) _____
Complete the following if request is for multiple dates: Other: _____
Start Date: _____ End Date: _____
To Be Held: Weekly Bi-Weekly Monthly Other (List): _____
Day(s) Held: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Second Choice of Location (if applicable)

_____ Space(s) Requested: _____
_____ End Time: _____
_____ Day only) _____
_____ following if request is for multiple dates: Other: _____
_____ End Date: _____
_____ Weekly Bi-Weekly Monthly Other (List): _____
_____ Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Notes or Additional Information:

RRU H... Please
sunflower seeds, nuts, or any other hard objects are not allowed on synthetic surfaces
skates, skateboards, bicycles, or motorized vehicles
chairs are not permitted on synthetic turf or running track surfaces
authorized snow removal is prohibited on any synthetic surface or turf field
containers are not allowed on any synthetic surface or turf field
to securing tents or other structures with stakes, the user must notify Colorado 811 three business days prior
event so all underground utilities can be marked
JIDFHV