



FACILITY USE REQUEST FORM – IN-DISTRICT INDOOR 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 per [District policy KF – Use of District Facilities, Facility Use Guidelines \(Community\)](#), and [Personnel Fees](#) for additional details.

Date: _____

Requester Name: _____ Email Address: _____

Location/Department: _____ Phone: _____

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

Event Description: _____

Number Attending: _____

Equipment and Service Needs:

Chairs _____
Quantity

AV Equipment/Microphone _____
Specify Item(s) Requested

Tables _____
Quantity

Other _____
Please specify

Budget Code _____
Required for applicable personnel (i.e. Custodial) fees only

First 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

Customer Support Center
Poudre School District
2445 LaPorte Avenue
Fort Collins, CO 80521
Phone: (970) 490-3333 | Fax: (970) 490-3110
csc@psdschools.org



[Select Space]