



Union Public Schools Application for Use of School Facilities

Attention: : aWjHyg7ccfXjbUrf
 6836 S. Mingo Rd
 Tulsa OK 74133
 (918) 357-7481
 (918) 357-7487 FAX
 Email: rose.whitney@unionps.org

(Form **must** be **completely** filled out or will be returned unapproved)

All Facilities Requests Are Considered Tentative Until Reviewed and Approved By The Facilities Committee

User must keep an approved copy of this form in possession while using district facilities

Organization Making Request _____

Purpose of Meeting _____ **Number Expected** _____

School/Site Desired _____ **Room/Space Desired** _____

Is this Event a Fundraiser? _____

Pre-Event (set-up)	_____	20	Time	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM	To	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM
Event	_____	20	Time	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM	To	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM
Post-Event (clean up)	_____	20	Time	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM	To	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM

If Multiple Dates Are Requested You Must Attach Additional Sheets Showing All Dates and Times Desired

Organization Representative in Charge of Activity:

Name _____ Daytime Phone _____ Fax _____

Address _____ City _____ State _____ Zip _____

E-Mail Address _____ Cell Phone # _____

Special Arrangements: Yes No Describe: _____

Speaker's Lectern Needed? Public Address Needed? Meal to be Served?

I, the undersigned, do affirm that I have read the regulations pertaining to the use of school facilities and hereby agree to comply with the rules and regulations of the Union Board of Education governing the use of such buildings specified in Board Policy #1350 and agree to be responsible for any damages that may occur to the building or equipment during such use. I understand that any charges are to be paid in advance or upon presentation of an invoice. Great Plains Coca-Cola, Inc. has the exclusive marketing and advertising rights for all beverage and vending snacks on all school district property. Facility users will not advertise, serve or sell any beverages or vending snacks on school district property which are not product brands distributed by Great Plains Coca-Cola, Inc. Additionally, I understand any special services or accommodations required to comply with Section 504 and Title II of the American with Disabilities Act (including all associated amendments) for the use of district facilities by any participants, officials, spectators, workers, volunteers, and employees of the lessee will be the full responsibility of lessee.

Applicant's Signature _____ Date _____ 20 ____

Site Administrator's Signature _____ Date _____ 20 ____

School Sponsored Activity Outside Group Rental Intramurals Spirit Administration Unassigned

For School Business Office to Complete

Liability Insurance Required: Yes No Charges: _____

Remarks: _____

Authorized by _____ Date: _____