



UNION PUBLIC SCHOOLS
APPLICATION FOR USE OF SCHOOL FACILITIES

Attention: Facilities Coordinator
6836 S. Mingo Rd. Tulsa, OK 74133
Email: rose.whitney@unionps.org
Office phone: 918/357-7481

FORM MUST BE COMPLETELY FILLED OUT OR WILL BE RETURNED UNAPPROVED
ALL REQUESTS ARE TENTATIVE UNTIL REVIEWED AND APPROVED BY THE DISTRICT FACILITIES COMMITTEE AND OFFICIAL CONFIRMATION IS SENT OUT

- ORGANIZATION MAKING REQUEST:
EVENT:
DATE(S) (attach an additional sheet of dates if necessary):
BUILDING REQUESTED: ROOM(S) / AREA(S) REQUESTED:
TIMES:
Set up time: Doors open time:
Event time: Clean up time:
SET-UP NEEDS (attach an additional sheet for more specific instructions if necessary)
Tables (quantity and location): Chairs (quantity and location):
Technical needs (microphones, audio/visual, etc):
Podium: yes no Other needs and / or requests:

GENERAL INFORMATION

- CONTACT
Name: Address:
Email: Phone number:
EXPECTED ATTENDANCE:
ADMISSION CHARGE / COLLECTION OF MONEY / FUNDRAISER : yes / no
INFLATABLES (if yes, see liability requirements below): yes no MEAL / FOOD TO BE SERVED: yes no

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 beverages and on all school district property. Facility users will not advertise, serve or sell any beverages on school district property which are not product brands distributed by Great Plains Coca-Cola, Inc. I understand any special services or accommodations required to comply with Section 504 and Title II of the ADA for the use of district facilities by any participants, officials, spectators, volunteers, or employees of the lessee will be the full responsibility of lessee. Inflatable companies will need to provide insurance to the Facilities Department showing Union Public Schools is listed as an additional insured.

APPLICANT'S SIGNATURE: DATE:

SITE ADMINISTRATOR'S SIGNATURE: DATE:

To be filled out by Facilities Department: Insurance required: yes no Charges:

School Sponsored External Rental Spirit Intramurals Administration Unassigned