

NORTHVIEW PUBLIC SCHOOLS FACILITY/EQUIPMENT USE APPLICATION

PROCEDURES:

1. Application forms are available from the building administrator.
2. Complete application form and return to the Community School Office at least one week prior to date requested. No reservation will be made until authorized representatives approve this application.
3. Upon approval a copy will be returned to the applicant.
4. Person completing the application or the one assuming responsibility for the group should be familiar with the Board of Education Use Policy.
5. Any fees due should be paid at the Administration Building. Make all checks payable to Northview Public Schools.

APPLICATION

Group Requesting	Date Requested for use
Building Requested	# Attending
Specific Area Desired	Kind of Activity

List specific equipment or arrangements desired:

Person Responsible	Address	Telephone Number
E-Mail Address	Signature	Date

FOR SCHOOL USE

Building Approval _____	Date _____
Central Office Approval _____	Date _____
Estimated Cost: Custodial _____ Building: _____	Misc. _____

NORTHVIEW PUBLIC SCHOOLS RESERVES THE RIGHT TO CANCEL THIS APPLICATION.

Copies: Building Principal, Community School Office; Custodian; Applicant

NOTE: THIS FORM IS NOT TO BE USED TO REQUEST THE MAX COLLEY JR. PERFORMING ARTS CENTER
Revised: 2-2016