



NORTHVIEW PUBLIC SCHOOLS FACILITY USE APPLICATION

PROCEDURES:

1. Complete application form and return to the Community Education Office at *least two weeks* prior to date requested. No reservation will be made until authorized representatives approve this application.
2. Upon approval an email will be sent to the applicant.
3. Any fees due should be paid at the Community Education/Special Education House. All checks should be made payable to Northview Public Schools and be accompanied by a copy of this form.
4. Non-Affiliated organizations must provide a certificate of insurance listing Northview Public Schools as an additional insured. Final pricing determination is at the discretion of the Director of Community Education and or Athletic Director.
5. All entities must be familiar with and abide by Northview Public Schools Board Policies and Facility Use Guidelines.

Type of Group (please check):

- Wildcats:** NVPS events, events that are fundraisers for teams or NVPS groups and NVPS group affiliates.
- Northview Residents:** Community non-profit groups and 60% of members/participants are residents of the district.
- Private Citizen:** Individuals or groups of community residents who are interested in using school facilities for a particular use such as recreational, educational, and cultural activities.

School Building/Area/Room Requested: _____

Description of Activity: _____

<i>One Time Usage</i>	
Day (Circle one): M TU W TH F SA SU	
Date: _____	Hours (include set-up): From _____ am/pm to _____ am/pm
# of Adults Attending: _____	# of Students Attending: _____

<i>Multiple Dates of Use</i>	
Days /week, please circle: M TU W TH F SA SU	
Beginning Date: _____	Ending Date: _____ Hours (include set-up): From _____ am/pm to _____ am/pm
# of Adults Attending: _____	# of Students Attending: _____

List specific equipment needed and arrangements desired, please provide detailed set-up instructions: _____

Responsible Individual _____

Date _____

Email Address _____

Telephone Number _____



For School Use Only

Building Approval _____

Date _____

Estimated Cost: Life Guard _____

Custodian _____

Misc. _____

NORTHVIEW PUBLIC SCHOOLS RESERVES THE RIGHT TO CANCEL THIS APPLICATION

Original: Community Education Department

Copies: Building Principal; Athletic Office; Pool Director; Community School Office; Custodian; Applicant