

MECKLENBURG COUNTY PUBLIC SCHOOLS
FACILITY USE FORM

I. BUILDING USE REQUEST

The _____ requests the use of _____
Organization School

_____ (Part of school to be used) for the purpose of:

On _____ from _____ to _____
Day and Date Start Time End Time

Is this a onetime facility use request or recurring? _____ One time _____ Recurring

If recurring, please provide those additional details here (Please note, this form is good for a maximum of six months):

Will activity be open to the public? _____ YES _____ No

Will admission be charged? _____ YES _____ No

If yes, proceeds will be used for?

Print name, address, and telephone number(s) of person responsible for the event and use of this MCPS facility:

INSURANCE INFORMATION