

Request to Use LPCSD Facilities Form

Name of individual or organization requesting facility: _____

Organizational contact person: _____

Address, phone #, and email: _____

What is the purpose or activity for which you are requesting to use LPCSD facilities?

Please provide the dates and times for which you are requesting to use LPCSD facilities:

The activity will commence on _____ 20__ from _____ a.m./p.m. to
_____ to a.m./p.m. It will conclude on _____ 20__ at _____ a.m./p.m.

Please indicate which facility will be needed: (Circle or write in below as needed)

- Horseshow Grounds (Track/Softball Field/Soccer Field/Baseball Field)
- Elementary School Outdoor (Soccer Field/Softball Field)
- Elementary School Indoor: Please indicate specific area: _____
- Middle/High School Circle one: Auditorium Gymnasium Cafeteria
- Middle/High School Indoor: Please indicate specific area: _____
- Oval
- Other _____ (Please indicate)

Please indicate if you will need:

Custodial assistance (tables, chairs, reception materials, podium, etc.) _____

Audiovisual equipment needed? If so, what? _____

Requesting computer Hardware/Software? If so, what _____

Signature

Date

Administrative Approval (circle one):

Approved

Not Approved

Explanation: _____

Administrative Signature

Title

Date