

## IN-DISTRICT FACILITY USE APPLICATION FOR SCHOOL DISTRICT PROGRAMS, TLC & PTSA GROUPS

### IN-DISTRICT APPLICATION SUBMISSION DEADLINES

FALL EVENTS no later than July 1  
WINTER EVENTS no later than October 1

SPRING EVENTS no later than January 1  
SUMMER EVENTS no later than April 1

Facility use by outside groups will not be scheduled prior to the above deadlines. ***When submitting the application after the deadline above please indicate 3 date choices and do not advertise your event until your reservation has been confirmed by the Facility Use Department.***

#### Facility:

TSHS <input type="checkbox"/>	TJHS <input type="checkbox"/>	MVHS <input type="checkbox"/>	TMS <input type="checkbox"/>	CRMS <input type="checkbox"/>
GPES <input type="checkbox"/>	LWES <input type="checkbox"/>	RCES <input type="checkbox"/>	SLES <input type="checkbox"/>	RRC <input type="checkbox"/>
SS <input type="checkbox"/>	CSC <input type="checkbox"/>	Other <input type="checkbox"/>		

#### Please print

Employee/Program: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event/Purpose of Use: \_\_\_\_\_ Room(s) Requested: \_\_\_\_\_

Date(s) of Event: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

When submitting the application after the submission deadline above, please indicate 3 date choices and do not advertise your event until your reservation has been confirmed (Permit issued) by the Facility Use Department.

Event Time (include set-up time needed prior to start of event): \_\_\_\_\_

#### Equipment Needed:

<input type="checkbox"/> Stage	<input type="checkbox"/> Podium	<input type="checkbox"/> Music Stands
<input type="checkbox"/> Chairs # _____	<input type="checkbox"/> Tables # _____	<input type="checkbox"/> Risers
<input type="checkbox"/> Microphone	<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Overhead Screen
<input type="checkbox"/> Other _____		

**Event Set-Up Assistance Requested.** Please indicate if you would like a custodian to assist you in setting up for your event and describe set-up needs below (row seating, U-shape, etc.)

**NOTE: The Facilities Use Department must be notified of ALL cancelled events at the earliest possible date. Please call the Facilities Use Department at 413-3449.** Requests for rescheduling a cancelled event must be submitted in writing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Rec'd \_\_\_\_\_

**Facility Use Department**

Permit # \_\_\_\_\_

## USE OF DISTRICT FACILITIES

Activities directly related to the school program or the support of the school program shall have first priority in the use of school district facilities, including:

- Curricular and co-curricular functions
- Zero Hour Activities
- Tahoma Extended Day Program
- Tahoma Learning Community (TLC)
- Associated Student Body Organizations

"District sponsored" activities meets the following criteria:

1. The planning and organization of the activity will be district initiated,
2. The funding, collection of fees and payment of expenditures will be processed through district budgets, and
3. District staff that receives compensation for their participation will be paid from district funds at established district rates.

For scheduling purposes the above groups must submit an In-district Facility Use Application Form (4260F-3) to the Facilities Use Department at Central Services Center **if the activity takes place after student dismissal on a school day or for weekend and/or school break period use.**

In-district applications should be submitted at the earliest possible date, but no later than the dates outlined below:

IN-DISTRICT APPLICATION SUBMISSION DEADLINES	
FALL EVENTS no later than July 1	SPRING EVENTS no later than January 1
WINTER EVENTS no later than October 1	SUMMER EVENTS no later than April 1

In the event a date is submitted after the timeline, please indicate 3 date choices.

The Facilities Use Coordinator will reserve the facility and issue a Use Permit. ***Please do not advertise your event until your reservation has been confirmed by the Facility Use Department.***

### **Cancellation/Reschedule Requests**

All facility use impacts many departments within the school system. **The Facilities Use Department must be notified at the earliest possible date of any cancellation or need to reschedule an event. To cancel please call the Coordinator at 425.413.3449.** Follow-up requests for rescheduling an event must be submitted on form 4260F-3.

All facility use not related to the school program (not meeting the criteria above) must be submitted to the Facilities Use Department on form 4260F-1 (and 4260F-2 if applicable).