

TORONTO CITY SCHOOL DISTRICT

BUILDING USE REQUEST

This form must have each item completed in order for consideration to be granted for this request.

1. Building requested _____
2. Organization requesting use of building _____
3. Person requesting approval for organization _____
4. Address _____
Phone _____
5. Person responsible for providing proper supervision _____

6. Date required _____
7. Times building will be used _____
8. Alternate date requested _____
9. Type of activity planned _____
- 9a. Will admission be charged for this activity? _____
If so, how much? _____
10. Facilities required: Cafeteria _____
Gym _____
Classroom _____
Auditorium _____
Grounds _____
11. Treasurer of organization or person the Board shall bill if charges are required:
Name _____ Phone _____
Address _____

We agree to abide by the Board of Education building use policy.

(Signature)

(Building Administrator Approval)

(Date)

(Superintendent Approval)

(Date)

PLEASE SUBMIT IN QUADRUPLICATE:

#1	Organization's Copy.. Yellow
#2	Maintenance's Copy... Green
#3	Principal's Copy... Blue
#4	File Copy..... Pink