



**Jefferson County School District R-1: Building and Facility Use Request Form**  
**\* All requests must be submitted directly to the school/facility**

Organization: \_\_\_\_\_  
 Type of Organization: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**(All contracts and invoices will be sent via email)**

School Name: \_\_\_\_\_  
 Room(s)/Field(s) Requested: \_\_\_\_\_  
 Activity Name: \_\_\_\_\_  
 Number of Attendees: \_\_\_\_\_  
 Equipment/Set up Needed: \_\_\_\_\_

**NOTICE: Field Use Equipment (portalet rentals)**

Rental company name: \_\_\_\_\_  
 Contact person and phone number: \_\_\_\_\_

**Note: Portalets must be secured in place and located away from storm drains.**

**\*\*PLEASE REVIEW TIME CAREFULLY! ALL TIME WILL BE BILLED WITHOUT 24 HOUR CANCELLATION NOTICE TO THE SCHOOL\*\***

**You must also notify General Accounting [buildinguse@jeffco.k12.co.us](mailto:buildinguse@jeffco.k12.co.us)**

**Dates and Times Requested**

Date	Day	Set-Up Time (Optional)	Event Start Time	Event End Time	Teardown Time (Optional)
		a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.

**Office use only:** \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Date received: \_\_\_\_\_ Date entered: \_\_\_\_\_

Will there be a custodian on duty? Y N \_\_\_\_\_ hours of custodial overtime will be billed to the user.

Will security be required? Y N

Name of approved District staff member responsible for facility if no custodian will be on duty: \_\_\_\_\_

Restrictions: \_\_\_\_\_

Principal/Administrator Signature: \_\_\_\_\_