



School Facility Use Request – School Sponsored and other User Groups

All sports and sports-related events must be accredited through the Anne Arundel County Department of Recreation and Parks

(Please print ALL information)

Name of School Requested	Date
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Activity Sponsored By:			
Name of Organization/Group/Agency	Email		
Person in charge of activity	Title	Phone	
Address	City	State	Zip

Type of Activity

Description of Activity	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <i>If expecting more than 500 attendees, have you:</i> <input type="checkbox"/> Applied for County Special Event Permit. <i>Permits must be requested 90 days in advance.</i> <input type="checkbox"/> Permit is attached to application.
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Admission Cost/Fees Charged to Participants	Expected Attendance	If more than 50, name(s) of Crowd Manager(s)
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Requested Dates of Use		Days of Week Requested								Hours Requested	
From	To	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	From (AM/PM)	To (AM/PM)

Type of Space Requested

<input type="checkbox"/> Auditorium	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Classroom(s)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Multipurpose Room(s)	<input type="checkbox"/> Parking Lot/Field(s)	

All payments are due in advance. Estimated costs will be returned with Rental Agreement.

Additional information on Community Use of School Facilities can be found on the AACPS website (www.aacps.org/domain/1354).

Applicant Signature	Applicant Name (print)	Date
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To begin workflow, forward complete form to the school you are requesting to use.

For Office Use Only	<input type="checkbox"/> School IS available for this activity	School Principal/Business Manager Signature	Date
	<input type="checkbox"/> School IS NOT available for this activity	School Principal/Business Manager Signature	Date
	<input type="checkbox"/> Event Approved	Facilities Signature	Date
	<input type="checkbox"/> Event NOT Approved	Facilities Signature	Date