Anne Arundel County Public Schools | Division of Facilities

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

Activity Sponsored By:
Name of Organization/Group/Agency
Person in charge of activity
Address

Person in charge of activity
Title
Phone

Email

City
State
Zip

Type of Activity

Description of Activity

☐ Indoor
☐ Outdoor

If expecting more than 500 attendees, have you:
☐ Applied for County Special Event Permit. Permits must be requested 90 days in advance.
☐ Permit is attached to application.

Admission Cost/Fees Charged to Participants

Expected Attendance
If more than 50, name(s) of Crowd Manager(s)

Type of Space Requested

☐ Auditorium
☐ Cafeteria
☐ Classroom(s)
☐ Other:
☐ Gymnasium
☐ Multipurpose Room(s)
☐ Parking Lot/Field(s)

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)

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

To begin workflow, forward complete form to the school you are requesting to use.

☐ School IS available for this activity

School Principal/Business Manager Signature

Date

☐ School IS NOT available for this activity

School Principal/Business Manager Signature

Date

☐ Event Approved

Facilities Signature

Date

☐ Event NOT Approved

Facilities Signature

Date