



# THE CALVERTON SCHOOL

HUNTINGTOWN, MARYLAND

## FACILITIES REQUEST FORM

### Part One: Required Applicant Information (Completed by applicant)

*Request to use Calverton facilities must be initiated at least 10 business days prior to the use date(s) requested.*

Organization \_\_\_\_\_ Date of Application \_\_\_\_\_

Designee 1 \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Designee 2 \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ ZIP \_\_\_\_\_

Select One: For-profit  Not-for-profit

Will you be employing/sponsoring any third parties as part of your activities? No  Yes  If "Yes", provide name and purpose: \_\_\_\_\_

Specific purpose of lease \_\_\_\_\_

Are you charging an admission fee? No  Yes  For what will the proceeds be used? \_\_\_\_\_

Are you charging a participation fee? No  Yes  For what will the proceeds be used? \_\_\_\_\_

### Details of Facility Use Request

Date(s)	Day(s)	Time(s) MUST include set-up/clean-up	School/Business Name	Space (Room, field, etc.)	Age Group	Estimated Number of Participants	Cost

Authorized Signature of Representative (must be signed): \_\_\_\_\_

### Part Two: For School Use Only (Approval Decision by the Facilities Manager or HOS)

Application is: Approved  Approved in Part  Disapproved

Comments: \_\_\_\_\_

Signature of FM/or HOS \_\_\_\_\_

Date: \_\_\_\_\_