

**Piedmont City Schools**  
**Facility Use Request**

Name of Group/Organization: \_\_\_\_\_

Name of person making request: \_\_\_\_\_

Location/Name of facility requested (i.e. cafeteria): \_\_\_\_\_

Do the majority of the members of the group/organization live in the city of Piedmont?

Yes                  No

Date Requested: \_\_\_\_\_                  Time Requested: \_\_\_\_\_

What is the purpose of the requested facility use?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved: \_\_\_\_\_                  Date: \_\_\_\_\_  
Principal

Amount of Fee: \_\_\_\_\_                  Date Paid: \_\_\_\_\_

Name of school employee assigned to event: \_\_\_\_\_

Rules

The group using the facility should hire a school employee to operate school equip. (heat and air, lights, etc.).

Kitchen use is not allowed unless a CNP designee has been retained to be present during the entire function.

Garbage cans must be emptied into outside dumpster.

**Possession of firearms and weapons on school property is a violation of the policies of the Piedmont City School District.**

**\*Not Applicable to School Related Organizations (i.e. PTO, Booster Clubs, City of Piedmont)**

*\*\*Piedmont City Schools Board Policy KM-R, Section VI*