

**RAYMOND SCHOOLS FACILITY REQUEST FORM**  
**Send to Building Use Facilitator**

**Applicant Information:**

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Daytime Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Name of Organization: \_\_\_\_\_  
Purpose of Facility Use: \_\_\_\_\_

**Building Requirement:**

Building Requested: Raymond Elementary School \_\_\_\_\_ Jordan Small Middle School \_\_\_\_\_  
Room(s) Requested: \_\_\_\_\_  
Number of Participants: \_\_\_\_\_ Number of Spectators: \_\_\_\_\_  
Date Needed: \_\_\_\_\_ Time Needed: \_\_\_\_\_  
Additional Time/Dates: \_\_\_\_\_  
Admission Fee: No \_\_\_\_\_ Yes \_\_\_\_\_ Please explain: \_\_\_\_\_  
Refreshments Served: No \_\_\_\_\_ Yes \_\_\_\_\_ Please explain: \_\_\_\_\_  
Cafeteria/Kitchen Needed: No \_\_\_\_\_ Yes \_\_\_\_\_ Please explain: \_\_\_\_\_

**Special Equipment Needed:**

Specify quantity: Tables \_\_\_\_\_ Chairs \_\_\_\_\_  
Overhead & Screen \_\_\_\_\_ Internet \_\_\_\_\_ Microphone \_\_\_\_\_  
TV /VCR/DVD \_\_\_\_\_ LCD & Screen \_\_\_\_\_ Risers pulled out in gym \_\_\_\_\_  
Other Equipment: \_\_\_\_\_  
Special request for equipment set up or additional notes: \_\_\_\_\_

Applicant Signature (verifying that "Guidelines" have been received): \_\_\_\_\_

**For Office Use Only**

Room available: Yes \_\_\_\_\_ No \_\_\_\_\_ Dates/Times room not available: \_\_\_\_\_  
Head Custodian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Technology Director Signature (if required): \_\_\_\_\_ Date: \_\_\_\_\_  
Food Service Director Signature (if required): \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Finance & Operations Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Date Applicant Notified of Approval (and charges): \_\_\_\_\_  
cc: Head Custodian: \_\_\_\_\_ Maintenance Director: \_\_\_\_\_ Food Service Director: \_\_\_\_\_  
Superintendent: \_\_\_\_\_ Accounts Payable (if charges): \_\_\_\_\_ Charges: \$ \_\_\_\_\_

**Original to be kept on file by Building Use Facilitator**

