

## Panorama Community Schools Facilities Request Form

Date Submitted: Received by:	Date Approved: Approved by:																				
<b>Organization:</b>	<b>Contact Information</b>																				
<b>Type of Organization</b> (Check one):	<input type="checkbox"/> A. Community non-profit group for fund-raising, tournament, or charged admission																				
	<input type="checkbox"/> B. Community for-profit group or commercial organization																				
	<input type="checkbox"/> C. Community youth group for general, non-school sanctioned use (meetings, practice, camp, clinic)																				
	<input type="checkbox"/> D. Community non-profit organization for public use or governmental agency																				
<b>Liability Insurance</b> (required – check one):	<input type="checkbox"/> Already on file with district <input type="checkbox"/> Available; will be submitted with contract and payment <input type="checkbox"/> Not available yet; will be submitted with contract and payment																				
<b>Supervision</b> (required):	Supervisor Name(s):  This is the person(s) who will be on site and responsible for supervising during the event.																				
<b>Date(s) Requested:</b>	Phone number supervisor can be reached at during event:  Start Time:  End Time:																				
<b>Space(s) Requested</b> (Check all that apply):	Total # of Days:																				
<b>Additional Needs</b> (Check all that apply):	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><input type="checkbox"/> MS/HS Commons</td> <td style="width: 25%;"><input type="checkbox"/> HS Gym</td> <td style="width: 25%;"><input type="checkbox"/> Baseball Field</td> <td style="width: 25%;"><input type="checkbox"/> Auditorium</td> </tr> <tr> <td><input type="checkbox"/> MS/HS Atrium (by aud)</td> <td><input type="checkbox"/> MS Gym</td> <td><input type="checkbox"/> Softball Field</td> <td><input type="checkbox"/> Prop Room</td> </tr> <tr> <td><input type="checkbox"/> Elementary Commons</td> <td><input type="checkbox"/> Elementary Gym</td> <td><input type="checkbox"/> FB Field:HS W N</td> <td><input type="checkbox"/> Dressing Rooms</td> </tr> <tr> <td><input type="checkbox"/> MS/HS Library</td> <td><input type="checkbox"/> MS/HS Room # _____</td> <td><input type="checkbox"/> Track</td> <td><input type="checkbox"/> Green Room</td> </tr> <tr> <td><input type="checkbox"/> Elementary Library</td> <td><input type="checkbox"/> Elem Room # _____</td> <td><input type="checkbox"/> Fitness Center</td> <td><input type="checkbox"/> Conf Room # _____</td> </tr> </table>	<input type="checkbox"/> MS/HS Commons	<input type="checkbox"/> HS Gym	<input type="checkbox"/> Baseball Field	<input type="checkbox"/> Auditorium	<input type="checkbox"/> MS/HS Atrium (by aud)	<input type="checkbox"/> MS Gym	<input type="checkbox"/> Softball Field	<input type="checkbox"/> Prop Room	<input type="checkbox"/> Elementary Commons	<input type="checkbox"/> Elementary Gym	<input type="checkbox"/> FB Field:HS W N	<input type="checkbox"/> Dressing Rooms	<input type="checkbox"/> MS/HS Library	<input type="checkbox"/> MS/HS Room # _____	<input type="checkbox"/> Track	<input type="checkbox"/> Green Room	<input type="checkbox"/> Elementary Library	<input type="checkbox"/> Elem Room # _____	<input type="checkbox"/> Fitness Center	<input type="checkbox"/> Conf Room # _____
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