

# Dallas Center-Grimes Community Schools

## Facility Request Form

School Building/Facility	Date(s) Requested	Estimated Attendance	Activity Start Time
Room/Area Requested		% of DCG Participants	Activity End Time
Event Title			
Organization			
Contact Person	Phone	Email	
Billing Address			
Event Description/Services Needed/Equipment Needed			
Applicant Comments			

I have read, understand and agree to abide by all PROCEDURES, RULES, REGULATIONS AND INSURANCE REQUIREMENTS specified on the DCG Facility Use Guidelines.		YES	NO
Signature of Applicant	Date		

<b>Administrative Use Only</b>			
Personnel Fee	Equipment Fee	Techology Fee	Rental Fee
Administrative Comments			
Activities Director Signature	Date		