



Change Request Form Use/Rental of Facilities

White - Applicant's Copy
Canary - Custodial Svcs Copy
Pink - Facility Services Copy
Gold - Principal's/School's Copy
Schedule ID # _____

School: _____ Date of Event: _____

Organization: _____

Effective Date for Change: _____

Change at request of:

- Organization/Applicant
- School of Use
- Facility Svcs Dept

INSTRUCTIONS: This form should be used to alter existing approved events. Complete all applicable fields and submit to the school of use for approval.

Area(s) of Building:

Add: _____

Remove: _____

Move From: _____ to _____

Time of Event:

Change from: _____ AM / PM to _____ AM / PM

Change to: _____ AM / PM to _____ AM / PM

Cancellations:

- entire event
- individual date(s) _____
- from _____ through remainder of rental agreement

Changes or cancellations made at the request of the organization/applicant must be made one (1) week prior to the effective date of the requested change or cancellation. Failure to submit this change form in the designated time frame could result in support services NOT being provided. In addition, if the cancellation is not submitted in the designated time frame and is for an event that is to take place on a date when school is not in session, a one hour facility fee and two hour school board staffing fee will be imposed.

Person completing form (print): _____

Signature: _____ Date: _____

FOR SCHOOL USE ONLY:

The above changes/cancellations are approved for use except as noted.

- YES
- NO

Principal/Designee Signature _____

Date _____

Notes _____

FOR FACILITY SERVICES USE ONLY: (Actual charges may vary)

- Approved Revised Est. Facility Fee \$ _____ Revised Est. School Board Staff Fee \$ _____
Est. Revised Total \$ _____
- Disapproved Explanation _____

Facility Services Signature _____

Date _____