

# Sausalito Marin City School District

## Internal Use Facilities Form

Request Date \_\_\_\_\_

Time of Use:

Facilities Requested By: \_\_\_\_\_ Date of use: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Requested Location \_\_\_\_\_ Facility Requested \_\_\_\_\_

Nature of use:

Any Special set up required?

Yes  No

Are Custodial Services required?

Yes  No

**PLEASE NOTE: The presence of a custodian is mandatory for all activities after school hours and on weekends.**

\_\_\_\_\_  
Requested By

Date: \_\_\_\_\_

\_\_\_\_\_  
Approved By

Date: \_\_\_\_\_