

Anaheim Union High School District  
Facilities Department  
**IN-HOUSE USE OF SCHOOL FACILITIES**

This form is to be used only by district employees and only for official district and school-sponsored events. Requests by all other organizations, independent of the district, including booster clubs and PTSA groups, must complete the "Application and Agreement for Use of School Facilities" form found in the Facilities department at the District.

CLICK AND ENTER DATA IN THE APPROPRIATE BOXES OR PRINT

School Requested:	
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Date/s of Use (1 <sup>st</sup> choice):	
Date/s of Use (2 <sup>nd</sup> choice-if 1 <sup>st</sup> choice is not available):	
Date/s of Use (3 <sup>rd</sup> choice-if 1 <sup>st</sup> and 2 <sup>nd</sup> choices are not available):	

Hours Requested:	
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Area/s Requested (check box and give complete information):

	Athletic Field	Type:		Number Needed:	
	Gymnasium	Type:		Number Needed:	
	Classroom	Room #/s:		or Number Needed:	
	Swimming Pool				
	Parking Lot				
	Multipurpose Room				
	Cafeteria/Kitchen				
	Auditorium				
	Special Equipment:				
	Other:				

Purpose of Event:			
Expected Attendance:			
# of Parking Spaces Required:			
Open to the Public?	Yes:		No:
Fees Charged?	Yes:		No:

**Applicant Information:**

Name of School/Club/Program:	
Name of Applicant:	
Business Telephone:	
Cell Telephone:	
Applicant's Signature:	
Date:	

**School Site Use Only:**

	Approved (# of Parking Spaces Approved):	
	Denied (Reasons/Special Conditions):	
Administrator's Signature:		Date:

**District Facilities Use Only:**

	Approved	
	Denied (Reasons/Special Conditions):	
Authorized Signature:		Date: