



Provo City School District
FACILITIES USER REQUEST FORM AND PERMIT

7260 F1

Date Submitted \_\_\_\_\_

This user request form is required for use of School District Property. This is not a confirmation of your request. Once received by School District, we will reply as soon as possible. If your request is approved for use as a Civic Center below, it will constitute a permit for use of this property pursuant to UCA. §53G-7-210. The School District is thereby not liable for any claims, injuries, or lawsuit arising from use of District property under UCA 63G-7-301(5).

Contact Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Type of Activity \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Preferred Location, 1st Choice \_\_\_\_\_

Preferred Location, 2nd Choice \_\_\_\_\_

How Many People Expected? \_\_\_\_\_

Resources: Gym \_\_\_\_\_ Auditorium \_\_\_\_\_ Classroom \_\_\_\_\_ Soccer field \_\_\_\_\_

Sound and Lights \_\_\_\_\_ Microphone/Stand \_\_\_\_\_ Other \_\_\_\_\_

Will you be charging an admission fee? \_\_\_\_\_ How much? \_\_\_\_\_

Will be earning income/selling items? \_\_\_\_\_ What products? \_\_\_\_\_

For Profit Organization? \_\_\_\_\_ If yes, a certificate of insurance must be provided.

Non Profit? \_\_\_\_\_ If yes, a 501c3 form must be provided.

Below for Office Use Only

Your request has been Approved \_\_\_\_\_ Declined \_\_\_\_\_ Reason \_\_\_\_\_

PERMIT

Your request has been approved for use of District property at (location) \_\_\_\_\_ at these times: \_\_\_\_\_.

You are hereby granted this PERMIT to use District property as described above. Use at your own risk. The District is immune from liability for your use pursuant to UCA § 53G-7-209-210 and § 63G-7-301(5). You are advised to obtain insurance for your own liability

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

