

IN-HOUSE FACILITY USE REQUEST

If you are an official school group of DCSC turn this form into the school office for Principal/Athletic Director approval and scheduling. The form stays at the building level. If your activity involves any type of fund raising, complete a fund raising form.

Delphi Community High School

The _____
(Name of organization, group, individual)

We desire to use _____ during the hours of _____
(Describe the building and facility)

_____ to _____ on the following date(s): _____

for the purpose of _____

Admission will be charged _____ If yes, _____
Adults _____ Children _____

How will proceeds be used? _____

Approximate number of participants or spectators anticipated _____

Please check any of the listed equipment needed:

Audio/Visual Equipment:	_____	Light System
_____ Overhead Projector	_____	Podium
_____ VCR/TV	_____	Tables
_____ Microphone	_____	Chairs

Sponsor's Signature _____

FOR OFFICE USE ONLY!!!

Principal's Signature _____ Date _____

Athletics Director _____ Date _____

*Schedule accordingly in your building.