



Application for Community Use of School Facilities

Application, related documentation, and fees must be submitted to the facility coordinator of the requesting school/facility, no less than 20 days before the event.

APPLICANT INFORMATION				
School Requested:	Name of Client/Organization Requesting Space:			
Point of Contact Name:	Point of Contact Email Address:			
Address:	City:	State:	Zip:	
Point of Contact Phone number:	Alternate Number:			
ACTIVITY INFORMATION				
Name of Event:	Date(s) of Event:	Start Time:	End time:	
Activity Type: (class, fundraiser, meeting):	Insurance carrier (MUST attach document):			
Is this organization a non-profit?				
YES (If yes, a current IRS 501c3 certificate must accompany form. The application will NOT be processed without it)				
NO				
Is the organization a member of the Arlington County Civic Federation? (If yes, name must be on the current Civic Federation roster)				
YES		NO		
Number of projected attendees:	Category Classification (Staff Use Only)			
	Category 1	Category 2	Category 3	Category 4
SPECIFIC SPACE REQUESTED (CHECK ALL THAT APPLY)				
Auditorium	Classroom (general)	Field	Multipurpose Room	
Basketball Court	Classroom (art, choral, band, etc.)	Gym (large)	Parking Lot	
Black Box	Community Center	Gym (auxiliary/small)	Playground	
Cafeteria w/kitchen	Conference Room	Hall (Town/Patriot)	Theater	
Cafeteria w/o kitchen	Courtyard	Library	Other	

The undersigned agrees to abide by the current version of APS Policy K-7 and K-7 PIP-1 Use of School Facilities. The undersigned also agrees that they are authorized to sign below on behalf of any organization listed in item 1, and that such organization will be liable for any and all claims, damages, or expenses resulting from use of the school facility, including, but not limited to, damages to School Board property and costs, attorney's fees, expenses or damages resulting from the user's failure to comply with this agreement or any federal, state, or local law, regulation, or other requirement. The undersigned shall ensure the prompt and proper adjustment of all such claims.

In the event schools are closed for any reason (i.e. inclement weather) all facility use will be canceled. Please check our website, www.apsva.us, for messaging. Users are responsible for notifying their members.

Requestor Signature

Date

Approver Signature

Date