Facilities Management & Planning

REQUEST FOR USE
Fresno Unified School District
CIVIC CENTER OFFICE
(559) 457-3263 FAX (559) 457-3330

Contract Code

Requests are to be submitted 10 days prior to the event

☐ School Event ☐ District Event ☐ Civic Center Event

Date of Request _____ Contact Person _____

Organization _____ Phone No. _____

Address _____ City _____ State _____ Zip Code _____

Email _____ Event Website _____

Site/School _____ Site Ph # _____ Date(s) _____

Day(s) of the Week _____ Time(s) _____

Café * Gym * Theatre * or Other_____ No. of Sessions _____ Total Hours _____

Type of activity _____

No. of students _____
No. of adults _____
Total No. of people _____

Non-Profit Yes ☐ No ☐ Non-Profit ID: _____

Utilities - Air/Heat Yes ☐ No ☐ $_____ Gym Lights On Yes ☐ No ☐

Custodian Hours _____ $ _____ _____

Theatre/Event Mgr Yes ☐ No ☐ $ _____ Theatre Use Yes ☐ No ☐

Garbage pickup Yes ☐ No ☐ $ _____ Gym Use Yes ☐ No ☐

Food Service Yes ☐ No ☐ $ _____ Kitchen Use Yes ☐ No ☐

Insurance on file ☐ or rider @ $25 $ _____ Parking Lot Use Yes ☐ No ☐

Restroom use Yes ☐ No ☐ $ _____

Total Cost $ _____ Budget _____

Room set-up: As is ☐ Tables/chairs ☐ Stage ☐ Theatre ☐ PA needed ☐ Lights ☐

Additional Comments:

_____

_____

Approved by School/Site (name)_____ Date _____

This form does not constitute an approved contract
Fax completed form to (559)-457-3330 or (559) 457-3060 or Email to Maria.Valle@FresnoUnified.org