

**LEXINGTON PUBLIC SCHOOLS  
FACILITIES USE FORM**

1. Facility Requested: \_\_\_\_\_

2. Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Time: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

3. Purpose: (list type of activity planned, i.e. concert, play, etc.)

\_\_\_\_\_

4. Organization to use facilities: \_\_\_\_\_

5. Responsible person: \_\_\_\_\_

Please note, regarding use of facilities and/or equipment: The primary use of District facilities and/or equipment shall be for the District's educational and extra-curricular programs. However, the community is encouraged to use District facilities and/or equipment when appropriate. District facilities and/or equipment shall be available for use by the community when such use does not conflict with the District's educational and extra-curricular programs. Those persons or groups using District facilities and/or equipment shall assume all responsibility for any injuries occurring or arising out of the use of the District's facilities and/or any damages done to District's facilities and/or equipment. The District may establish and collect rentals, fees, and charges for the occupancy or use of District's facilities and/or equipment and may require the payment of appropriate deposits prior to allowing the use of District's facilities and/or equipment.

6. Date Form Submitted: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Principal/Supervisor: \_\_\_\_\_

Superintendent: \_\_\_\_\_

To be completed **ONLY** if you are using facilities after school or on weekends. If you need to reserve a room or facility during school hours, please contact the building principal.