



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

Date of Request _____	Contact Person _____	<input type="checkbox"/> School Event
Organization _____	Phone No. _____	<input type="checkbox"/> District Event
Address _____	City _____	State _____
		Zip Code _____
Email _____	Event Website _____	<input type="checkbox"/> Civic Center Event

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 _____

Non-Profit Yes No Non-Profit ID: _____ No. of adults _____

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 _____
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