

**FRENCH AMERICAN INTERNATIONAL SCHOOL
FACILITY USAGE REQUEST FORM**

***** Refer to FAIS Facilities Usage Agreement for terms of use *****

Reservation Request Process:

Complete the application below and submit to Facilities@FAISpdx.org. The reservation will be confirmed to you by our Facilities Director if approved. School events/activities always have priority for use.

Requestor Information:

Name: _____

Mailing Address: _____

City _____ State _____ Zip _____

Phone: (Day) _____ (Evening) _____ (Cell) _____

Email: _____

Facility Requested:

___ Gym _____ Access to restrooms
___ Field/Pavilion _____ Access to kitchen
___ Other (describe): _____

Date Requested: _____ Hours Requested: _____

Anticipated Attendance: _____ Adults _____ Children (under 18)

Type/Purpose of Event: _____

___ Food and/or beverages intended to be brought in (describe): _____

___ Tables/chairs/trashcans/other requested (describe): _____

Frequency: ___ One time only _____ # of weeks

FAIS relationship: ___ Faculty/Staff ___ Parent of current student ___

**** Fees:** May be charged for access outside of school hours, and any requested set up or required cleanup. General guideline: \$35 - \$75/hour, depending on facilities and services requested.

Please direct any questions you may have regarding availability and use to facilities@FAISPDx.org

Signature of Applicant

Date

Printed Name of Applicant

Signature of Applicant

Date

Printed Name of Applicant

Signature of Applicant

Date

Printed Name of Applicant

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To be completed by FAIS Facilities:

- ___ USAGE has been approved / denied (circle one)
- ___ Dates approved for use, if multiple dates: _____
- ___ Completed FAIS Facilities Usage Agreement received
- ___ Completed certificate of insurance received, if applicable
- ___ Usage fee collected, if applicable

_____ Signature _____ Date