Customer Support Center Poudre School District 2445 LaPorte Avenue Fort Collins, CO 80521

Phone: (970) 490-3333 | Fax: (970) 490-3110

csc@psdschools.org



FACILITY USE REQUEST FORM – IN-DISTRICT OUTDOOR FACIL ITY USE

Fill out the following information and submirequest to the Customer Supportenter. Submission of equest does not guarantee approval; reservation willnot be confirmed until the Facility Use Fermit and Acknowledgeme of Receipt is received. Plaseallow 10 business days for processing Setrict policy KF – Use District Facilities, Facility Use Guilelines (@mmunity), and Personne Fees of additional details.

Date:							
Requeste Nan	ne:			Email Address: _			
Location/Depa	artment:				_Phone:		
2Q 6LWH	(PHUJHO	QF\ &RQ	WDFW I	B B B B B B B B I	B	ВВВВВВ	ВВВВВВВ
Event Descrip	tion:						
Equipment and	d ServiceNeeds	S:					
_		or applicable personr	nel (i.e. Custodial) fe	ees only			
First Choice of							
Location:				Space(s	s) Requested:		
Start Time:	Er	nd Time:		_			
Date (if one da	ay only)						
Complete the	following if requ	uest is for mu	Itiple dates:		Other:		
Start Date:	En	d Date:					
To Be Held:	Weekly	Bi-W	eekly	Monthly	Other (List):	
Day(s) Held:	Sunday	Monday	Tuesda	Wednesday	Thursday	Friday	Saturday

Customer Support Center Updated: / /20

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Second Choice Location:				Space(s) Requested:				
Start Time:	Er	nd Time:						
Date (if one da	y only)			_				
Complete the f	ollowing if requ	uest is for mult	iple dates:	Other:				
Start Date:End Date:								
To Be Held:	Weekly	Bi-We	ekly	Monthly	Other (L	.ist):		
Day(s) Held:	Sunday	Monday	Tueysda	Wednesday	Thursday	Friday	Saturday	
Third Choice o				Space(s) Requested:				
Start Time:	Er	nd Time:						
Date (if one da	y only)			_				
Complete the following if request is for multiple dates:				Other:				
Start Date:	<u>E</u> nd	Date:						
To Be Held:	Weekly	Bi-We	ekly	Monthly	Other (L	.ist):		
Day(s) Held:	Sunday	Monday	Tuesday	Wednesday	/ Thursday	Friday	Saturda	
Setup Instruction	ons or Additior	nal Information	:					
For								
1 01								

Customer Support Center Updated: / /20