

The Hanover School

Excellence in Education



Application for use of school facility/Equipment
 *(Form must be approved One week prior to event)

Name _____ Date _____

Address _____ Phone _____

Use Date _____ Time _____ Return Date _____

Reason for Request _____

Facility Requested (Circle One)

Hanover High School	Hanover Elementary School	Prairie Heights Elementary School			
Room Requested	Quantity Needed	Cost per Day	Deposit	Charge	Refund
Gymnasium		\$75.00	\$100.00		
Auditorium/Cafeteria		\$75.00	\$100.00		
Conference Room		\$75.00	\$100.00		
Equipment					
Folding Chairs		\$0.25	\$10.00		
Rectangular Tables		\$5.00	\$10.00		
Cafeteria Tables		\$10.00	\$10.00		
Other			\$10.00		

Total Received _____ Refund Total _____ Check # _____

I understand that if facilities or equipment are unclean damaged or not returned on time I will forfeit my deposit. I further agree that if equipment or facility is damaged or not return I am responsible for all repair/replacement costs.

Date _____

Signature

School Principal	Approved	Disapproved
Support Services Director	Approved	Disapproved
Superintendent	Approved	Disapproved
Cost Waiver	Approved	Disapproved
Insurance Policy #		

Date _____

Superintendent's Signature

Hanover School District #28
 17050 Peyton Highway
 Colorado Springs, CO 80928-9418
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