



# KONOCTI UNIFIED SCHOOL DISTRICT

## DISTRICT OFFICE FACILITY USE

Check one of the following:

McClung Room (100 capacity): \_\_\_\_\_ Conference Room (25 capacity): \_\_\_\_\_

Organization requesting use: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_ Fax Number: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

Check the following, if needed:     Projector         T.V.         Extension Cord  
*(Chairs and tables are available in each room – all other needs must be supplied by the organization using the facility)*

### **PLEASE NOTE:**

**An approved application may be revoked with reasonable notice when the District facilities are needed for school purposes.**

**The District reserves the right to revoke permission to use the District facilities at any time that it is deemed to be in the best interest of the District.**

**Food or beverages are not allowed in the McClung Room.**

\_\_\_\_\_  
District Office Use Only:

Accepted: \_\_\_\_\_

Denied: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Fee Applicable:     Yes         No

Amount: \$ \_\_\_\_\_

Billed: \$ \_\_\_\_\_ Date: \_\_\_\_\_