



# Queen Anne's County Public Schools

*Preparing World-Class Students Through Everyday Excellence*

System-Wide Accreditation by the Middle States Association of Colleges & Schools

## BUILDING USE - INITIAL REQUEST FORM

Building Requested: \_\_\_\_\_ Date: \_\_\_\_\_

Section of Building Requested: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_

\_\_\_\_\_

Type of Activity: \_\_\_\_\_ Number of Persons: \_\_\_\_\_

Organization: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Applicant's Primary Contact #: Home / Work: \_\_\_\_\_ Cell / Other: \_\_\_\_\_

Non-Profit Organization: YES NO Policy has been reviewed YES NO

Fees: Building Use: YES NO Heat/HVAC: YES NO

Custodial: YES NO Lighting Booth YES NO

If the facilities are not used at the time requested/approved, the indicated charges will be billed unless Jolene is contacted in writing or via email at [Jolene.gottlieb@qacps.org](mailto:Jolene.gottlieb@qacps.org) at least 48 hours prior to the scheduled event.

### To be completed by BOE

Approved / Not Approved: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_