

BEEHIVE ACADEMY
FACILITIES USER REQUEST FORM AND PERMIT

Date Submitted _____

This user request form is required for use of School Property. This is not a confirmation of your request. Once received by the School, we will reply as soon as possible. If your request is approved for use as a Civic Center below, it will constitute a permit for use of this property pursuant to UCA. § 53A-3-413,414. The School is thereby not liable for any claims, injuries, or lawsuit arising from use of the school property under UCA 63G-7-301(5).

Contact Name: _____
Organization: _____
Address: _____
Phone _____ Email _____

Type of Activity _____

Date(s) Requested _____
Preferred Location, 1st Choice _____
Preferred Location, 2nd Choice _____
How Many People Expected? _____

Resources: Cafeteria _____ Computer Lab _____ Classroom _____ Other _____
Sound and Lights _____ Microphone/Stand _____ Other _____
Will you be charging an admission fee? _____ How much? _____
Will be earning income/selling items? _____ What products? _____

For Profit Organization? _____ If yes, a certificate of insurance must be provided.
Non Profit? _____ If yes, a 501c3 form must be provided.

Below for Office Use Only

Your request has been Approved _____ Declined _____ Reason _____

PERMIT

Your request has been approved for use of School property at (location) _____
_____ at these times: _____.

You are hereby granted this PERMIT to use School property as described above. Use at your own risk. The School is immune from liability for your use pursuant to UCA § 53A-3-413-414 and § 63G-7-301(5). You are advised to obtain insurance for your own liability

Approved by: _____ Date: _____