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 submit request to the Customer Support Center. Submission of request does not guarantee approval; reservation will not be confirmed until the Facility Use Permit and Acknowledgement of Receipt is received. Please allow 10 business days for processing. See district policy KF – Use of District Facilities, Facility Use Guidelines (Community), and Personnel Fees for additional details.

Date: _____

Requested Name: _____ Email Address: _____

Location/Department: _____Phone: _____

On Site Emergency Contact _____

Event Description: _____

Equipment and Service Needs:

Budget Code_____
Required for applicable personnel (i.e. Custodial) fees only

First Choice of Location

Location: _____ Space(s) Requested: _____

Start Time: _____End Time:_____ _____

Date (if one day only) _____ _____

Complete the following if request is for multiple dates: Other: _____

Start Date: _____End Date:_____

To Be Held: Weekly   Bi-Weekly   Monthly   Other (List):_____

Day(s) Held: Sunday   Monday   Tuesday   Wednesday   Thursday   Friday   Saturday

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Second Choice of Location

Location: _____   Space(s) Requested: _____

Start Time: _____End Time:_____   _____

Date (if one day only) _____   _____

Complete the following if request is for multiple dates: Other: _____

Start Date: _____End Date: _____

To Be Held: Weekly   Bi-Weekly   Monthly   Other (List):_____

Day(s) Held: Sunday   Monday   Tuesda   Wednesday   Thursday   Friday   Saturday

Third Choice of Location (if applicable)

Location: _____   Space(s) Requested: _____

Start Time: _____End Time:_____   _____

Date (if one day only) _____   _____

Complete the following if request is for multiple dates: Other: _____

Start Date: _____End Date: _____

To Be Held: Weekly   Bi-Weekly   Monthly   Other (List):_____

Day(s) Held: Sunday   Monday   Tuesday   Wednesday   Thursday   Friday   Saturday

Setup Instructions or Additional Information:

For