

DISTRICT OF COLUMBIA PUBLIC SCHOOLS APPLICATION TO USE FACILITIES



This form must be received in the Department of General Services (DGS) Realty Office for processing, **at least twenty (20) business days prior to the proposed use, signed by the Principal.** The DGS Realty Office is located at Reeves Center - 2000 14th Street, N.W., 5th Floor, Washington, DC 20009. Applications may be hand delivered, Faxed (202) 727-8323, or e-mailed realty.applications@dc.gov. For more information, you may call the DGS Realty Office on (202) 442-5199, or refer to www.dcps.dc.gov. The applicable payments are made payable to the DC Treasurer, by either a certified check or money order.

DATE OF APPLICATION: _____ SCHOOL FACILITY REQUESTED: _____

NAME OF USER/ORGANIZATION: _____

AUTHORIZED CONTACT: _____

ADDRESS: _____ TELEPHONE No. (1): _____

_____ TELEPHONE No. (2): _____

E-MAIL: _____ FAX No.: _____

DESCRIPTION OF PROPOSED USE: (You may attach a brochure, flyer, etc. describing your activity.)

Youth Program Adult Program

How many participants are expected to attend? _____ Will money be handled during the term of this use? YES NO

Specific Area Requested: Auditorium Gymnasium Stadium/Field Armory
 Cafeteria Kitchen No. of Classrooms _____ Other _____

Period of Requested Use: (Please ensure that setup and breakdown time is included.)	Hours	Days	Dates
	From... To	Sundays - Saturdays	Month/Day/Year
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Type of User: _____ _____ _____	Public School Related: _____ PTA or HSA _____ DCPS Program or Activity _____ Other _____	Non-Public School Related: _____ Religious Organization _____ Parent Run Non-Profit Enrichment Program _____ Other _____
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How is the program funded? DCPS DC Government Grant Other _____
 Is the Staff paid? _____ Volunteer? _____ Is there a charge to the participants? Yes _____ No _____

I hereby agree that the information provided on this Application to Use Facilities form is accurate and correct to the best of my knowledge and I agree to abide by the policies and procedures for use of DC Public Schools facilities. In addition, I agree to publicize this activity ONLY after the receipt of an executed Use Agreement and the associated documents are received in the DGS Realty Office.

User Signature: _____ Date: _____

NOTE: All Users must immediately vacate the premises, as a result of inclement weather and court orders. In addition, the use agreement may be cancelled, under reasonable circumstances, for the convenience of the District of Columbia Government, delinquencies, and/or non-compliance of the terms and conditions governing the use of the premises.

NAME OF USER/ORGANIZATION: _____ SCHOOL FACILITY REQUESTED: _____

All Users must execute and submit to the DGS Realty Office prior to the proposed use, (1) an Assumption of Risk, Indemnification and Waiver Form, and (2) a Certificate of Insurance, as detailed in the subsequent usage agreement.

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For DGS Realty Office Use Only

REQUESTED USE	Fee	No. Rooms	Daily/Monthly	Days/Months	Total Cost
Auditorium	_____	_____	_____	_____	_____
Gymnasium	_____	_____	_____	_____	_____
Classroom(s)	_____	_____	_____	_____	_____
Stadium/Field	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
Total Rental Cost					

PERSONNEL	Name/Grade	Hourly Rate	Hours	Daily Cost	No. of Days	Total Cost
Custodian-1	_____	_____	_____	_____	_____	_____
Custodian-2	_____	_____	_____	_____	_____	_____
Custodian-3	_____	_____	_____	_____	_____	_____
Custodian-4	_____	_____	_____	_____	_____	_____
Engineer	_____	_____	_____	_____	_____	_____
Repairman	_____	_____	_____	_____	_____	_____
Security	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
Total Personnel Cost						

DC Government Signatories	RECOMMEND	APPROVE	DISAPPROVE	DATE
PRINCIPAL/FACILITY ADMINISTRATOR				
DGS REALTY SPECIALIST				
CHANCELLOR DEPUTY/ASSISTANT CHANCELLOR				