

**COMMUNITY USE OF SCHOOL FACILITIES
(PTA/PTO Sponsored Organizations)**

PTA/PTO sponsored organizations that provide services to students or staff and do not qualify as a 501.3c organization.

The PTA/PTO may sponsor organizations that are not non-profit that provide services to students or staff. These organizations are required to have liability insurance in order to use the school facilities **AND** must provide at least one of the following to the PTA/PTO:

Please check which condition will be met in order to qualify for use of the building:

Waiver of all student/staff fees

Reduced student/staff fees

Donation to PTA/PTO \$ _____;

or specify other type of donation: _____

***** If one of the above conditions is not met, the organization cannot be sponsored by the PTA/PTO *****

As the PTA/PTO President, I attest that one of the above conditions is being met, and this organization is providing a service to students or staff. I recommend that our PTA/PTO sponsor the above named organization for this school year.

NAME OF PTA/PTO PRESIDENT

DATE

DISTRICT BUILDING

SCHOOL YEAR

BUILDING PRINCIPAL

DATE

NAME OF ORGANIZATION

NAME OF ORGANIZATION CONTACT

DATE

***ALL OTHER BUILDING USE FORMS MUST BE COMPLETED
IN ORDER TO USE THE SCHOOL FACILITIES***