



REQUEST FOR USE
Fresno Unified School District
CIVIC CENTER OFFICE
(559) 457-3263 FAX (559) 457-3330

Contract Code

Requests are to be submitted 10 days prior to the event

Date of Request _____	Contact Person _____	<input type="checkbox"/> School Event <input type="checkbox"/> District Event <input type="checkbox"/> Civic Center Event
Organization _____	Phone No. _____	
Address _____	City _____	State _____ Zip Code _____
Email _____	Event Website _____	

Site/School _____ Site Ph # _____ Date(s) _____

Day(s) of the Week _____ Time(s) _____

Café * Gym * Theatre * or Other _____ No. of Sessions _____ Total Hours _____

Type of activity _____ No. of students _____

Non-Profit Yes ☐ No ☐ Non-Profit ID: _____ No. of adults _____

Utilities - Air/Heat Yes ☐ No ☐ \$ _____ Gym Lights On Yes ☐ No ☐

Custodian Hours _____ \$ _____

Theatre/Event Mgr Yes ☐ No ☐ \$ _____ Theatre Use Yes ☐ No ☐

Garbage pickup Yes ☐ No ☐ \$ _____ Gym Use Yes ☐ No ☐

Food Service Yes ☐ No ☐ \$ _____ Kitchen Use Yes ☐ No ☐

Insurance on file ☐ or rider @ \$25 \$ _____ Parking Lot Use Yes ☐ No ☐

Restroom use Yes ☐ No ☐ \$ _____

Total Cost \$ _____ Budget _____

Room set-up: As is ☐ Tables/chairs ☐ Stage ☐ Theatre ☐ PA needed ☐ Lights ☐

Additional Comments:

Approved by School/Site (name) _____ Date _____

This form does not constitute an approved contract
Fax completed form to (559)-457-3330 or (559) 457-3060 or Email
to Maria.Garcia1@fresnounified.org