

**Kansas City, Kansas Public Schools
Unified School District No. 500**

Request for Building Use

Please send this request form to Pat Adams.

Thank you,

Pat Adams (x 2218 or padams@kckps.org)

Fax: 913-279-2085 or 913-551-3217

Please type or write/print legibly. Thank you.

Date of Request: _____

Facility Requested: _____

Area(s) Requested: _____

Purpose: _____

Date(s) of Event: _____

Time (Beginning & Ending): _____

Security Requirements: Yes _____ No _____

(One officer for every 50-100 people in attendance)

Requested By: _____

Note: Security for school sponsored events is provided at the expense of the school. If security is requested, a copy of the approval form will be sent to Student Services. Please be sure that you speak with Student Services (x 2248 or 2249) about needed security. Thank you.

Your request should be approved by your building administrator or their designated person.