

(Date of Letter)

(School Facility Administration)

(School Name)

(Street Address)

(City, State and Zip Code)

RE: Request For Use of School Facilities

Attn: School Facility Administrator

Dear School Facility Administrator:

It is my understanding that certain school-related functions and/or activities involving the students may be housed or accommodated at the school in available facilities. In this regard, kindly provide the undersigned information relating to the use of the school facilities for such activities, and please also indicate which school facility would be available. It is my hope and expectation to use the school facility for a school-related activity described as:

(indicate the type of school-related activity for which the facility is sought). It is anticipated that the activity would commence at o'clock, (am/pm) on the day of , 20 , and would not interfere with the normal school curriculum or other activities. Chaperoning will be provided and, in that regard, guidelines relative to such activities would be helpful. It would be greatly appreciated if you would contact the undersigned relative to the school facility use request set forth above. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.