

**Request for Use of DoDEA Facilities** Complete the information listed below. All fields are required.

Name, Address and Phone Number of Requesting Activity	
School Facility Requested	
Type of Room Requested (i.e., classroom for 30 students, cafeteria, gymnasium, etc.)	
Total Number of Rooms of Each Type Requested	
Days of the Week Rooms are Requested	
Times that Rooms are Requested	
Purpose for Request for Use of Facilities	
Inclusive Dates of Use	
Equipment Furnishings required (i.e., tables, chairs, sound systems, etc.)	
Identify Number of Each Item of Equipment/Furnishings Requested	

This request is submitted in accordance with the provisions of the governing Community Users' Agreement for use of DoDEA facilities. The Installation Commander will coordinate with the School Principal/District Superintendent to ensure availability and approval of facility and equipment requirements. When approved, or disapproved, a copy of this document will be forwarded to the requesting activity for notification.

<b>Activity Director or Sponsor</b>
I, the Activity Sponsor, acknowledge receipt and understanding of all terms set forth in the Community Users' Agreement for DoDEA facility use.
_____ Signature / Date

<b>Installation Commander</b>
I certify that other appropriate base facilities <input type="checkbox"/> are <input type="checkbox"/> are not available to accommodate this request.
_____ Signature / Date

<b>School Principal / District Superintendent</b>
Usage is: <input type="checkbox"/> Approved <input type="checkbox"/> NOT Approved
_____ Signature / Date

Square Footage of Classroom(s) and Other Space Utilized: \_\_\_\_\_

Square Footage of Common Use Area(s) Accessed: \_\_\_\_\_