

**Volunteer Led Service Groups – Category 2
Building Use Request**

Please follow these steps:

- 1) Decide on a Community Service Project which will benefit the school and write a brief description on the second page of this form.
- 2) Fill out the remainder of the form. Circle dates you're requesting on a copy of the BVSD school calendar. The calendar may be found on the Facility Use web page or in the Facility Use office.
- 3) Take your completed request form to the school Principal for his/her signature pre-approving your service project.
- 4) **It is important to keep a copy of your request form for yourself.**
- 5) Submit the signed request form and the school calendar to Facility Use. These may be faxed, mailed or hand delivered.

*Community School Program/Facility Use
6500 East Arapahoe, Boulder, CO 80303*

Mailing Address:

P.O. Box 9011

Boulder, CO 80301

Fax: 720-561-5950

Please note:

- **Groups are not allowed to meet in the school until their permit is ready and paid for.** You may submit payment with your request form. The fee is \$40.00. Please make the check out to BVSD – Facility Use.
- It takes a minimum of 7 – 10 business days to process the permit.
- Once your permit is ready, our office will contact you.
- **Your permit must be paid for in advance of your first meeting date.**
- School events take priority. A date on your permit may be cancelled due to school activities. You may re-schedule based on availability.

Upon Completion of your Service Project, the Principal's signature must be obtained on your copy of the request form. Submit this copy to the Facility Use office. The deadline for submitting this signed copy is April 9th in order to maintain Category 2 status. Failure to meet this deadline will result in your permit fee being changed to the youth rate leaving a balance due.

**VOLUNTEER LED SERVICE GROUPS – CATEGORY 2
BUILDING USE REQUEST FORM**

*Please read both pages of this form. Fill out the request form completely and **print** legibly. Each group needs a separate form.*

Organization: _____ Contact Person: _____

Girl Scouts Brownie Troop Daisy Troop Boy Scouts Cub Scouts

Girl Scout Troop # _____ Boy Scout Pack # _____ Den # _____

Telephone: (H) _____ (W) _____ (C) _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

of Youth Participants: _____ Age Group: _____ # of Adult Participants: _____

School Preference: _____ Start Date: _____ End Date: _____

Meeting Day: Su M T W Th F S Meeting Times: _____ to _____

Please circle the dates of your meetings on a copy of the BVSD school calendar found on this website and submit it with your request form. This will allow us to process your request accurately.

Description of Community Service Project _____

Estimated Hours: _____ Start Date: _____ End Date: _____

_____ Date: _____

Pre-Approved / Principal's Signature

Upon Completion of your Service Project, the Principal's signature must be obtained on your copy of the request form. Please send this signed copy to Facility Use.

Project Completed / Principal's Signature: _____ Date: _____

Principal's Comments: _____

I affirm that I have read and agree to comply with the BVSD Building Use Terms.

Scout Leader's Signature: _____

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