

## REQUEST FOR USE OF DoDEA PACIFIC SOUTH FACILITIES

*It is the Activity Sponsor's responsibility to coordinate with necessary agencies and to get authorization from the Military Installation Facilities Coordinator or designated approving official before use of school facilities will be considered.*

### I. REQUESTER'S INFORMATION

1. SPONSOR'S/POC'S NAME (Last, First Middle Initial)	2. DUTY PHONE NUMBER	3. HOME PHONE NUMBER
4. REQUESTER'S ORGANIZATION AND EMAIL		

### II. FACILITIES INFORMATION

5. SCHOOL AND BUILDING NUMBER, OR FIELD AREA REQUESTED
6. TYPE OF ROOM REQUESTED (i.e., classroom for 30 students, cafeteria, gymnasium, etc.)
7. LIST ROOM NUMBERS OF ALL ROOMS REQUESTED
8. LIST DATE (M-D-Y) AND TIME (From/To) FOR EACH ROOM REQUESTED (Allow sufficient time for set-up, take down, and clean up). Date: _____ Time From/To: _____
9. PURPOSE FOR REQUEST ON USE OF THE FACILITIES
10. LIST SPECIAL EQUIPMENT/FURNISHING REQUIREMENTS (tables, chairs, sound system, etc.).

### III. COMMUNITY USER'S AGREEMENT FOR SCHOOL FACILITY USE (NON-SCHOOL ACTIVITIES)

*This request is submitted in accordance with the provisions governing the Community User's Agreement for use of school facilities.  
**Failure to comply with Community User's Agreement could result in termination of privileges of facility use.***

**DoDEA Pacific South offers reserved use of its school facilities to community groups and organizations. School facilities available for community use include cafeterias, classrooms, gymnasiums, auditoriums, and athletic fields and courts. The following rules apply to all community use of school facilities:**

- 1) Those reserving facilities shall be held responsible for any facility repairs or cleanup required after field use. Reservation groups are required to leave the area clean, persons or groups that neglect to do this may lose access.
- 2) No alcoholic beverages are allowed on school grounds.
- 3) Permittee must abide by the time regulations permitted to use the facility.
- 4) No vehicles are allowed on the grass at any time.
- 5) Alterations or additions to existing school facilities are prohibited.
- 6) Overnight or off-season storage of equipment is prohibited.
- 7) A permit to use any facility may not be assigned or transferred to any other group.
- 8) Vandalism or intentional damage to school facilities will be referred to the appropriate agency for prosecution.
- 9) Use of the facility shall cease should any hazardous condition in the facility arise.
- 10) Use of the facility may be ordered to cease if, in the judgment of DoDEA Pacific South or its authorized designees, the continued use is hazardous to the users or extensive damage to the facility is occurring.
- 11) Installation guidance and protocol will be followed during increased Threat Conditions (TCO), Health Protection Conditions (HPCO), and Tropical Cyclone Conditions of Readiness (TCCOR).

In addition to the above rules, the following also applies to use of athletic fields and courts:

- 1) Reserved use of the field shall be secondary to the use agreements that DoDEA Pacific South has with the Okinawa Military Installations Community Services, MCCS, Youth Sports, etc..
- 2) Reservations may be rescheduled due to inclement weather or unplayable fields depending upon availability. Athletic field reservation dates and times may not be changed without prior written approval from the DoDEA Official.
- 3) The introduction of soils or substances onto athletic fields is prohibited.
- 4) (Unless approved by the base commander) No soliciting or sale of merchandise, raffles, food, or other concessions is allowed on the athletic fields.

DoDEA Pacific South or its designee reserves the right to limit or prohibit use of any facility when, in its discretion determines:

- 1) The area is over-used or in need of repair.
- 2) Conflicting uses exist.
- 3) Application is not received thirty (30) calendar days before requested use; or
- 4) Weather conditions create a situation in which use may damage the facility.

**THE ACTIVITY SCHOOL PRINCIPAL IS RESPONSIBLE FOR THE FOLLOWING:**

- a. Notifying the Sponsor or designee and the school liaison officer of cancellation within a minimum seven (7) business days

**MANDATORY REGULATIONS:**

- a. Tobacco use is prohibited on school grounds.
- b. Alcoholic beverages may not be consumed on school premises.

Key # \_\_\_\_\_ ID # \_\_\_\_\_

14. REQUESTORS PRINTED NAME AND SIGNATURE	15. DATE (YYYYMMDD)
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**IV. COORDINATION**

NAME OF AGENCY	SIGNATURE OF COORDINATOR	DATE OF COORDINATION (YYYYMMDD)

**VI. SCHOOL APPROVAL OFFICIAL**

14. SCHOOL ADMINISTRATOR'S PRINTED NAME AND SIGNATURE	15. DATE (YYYYMMDD)
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The above request is  APPROVED     DISAPPROVED    Email to: <Pacific\_OkinawaDSOFacilities-FieldUsage@dodea.edu>

16. REMARKS

17. DISTRICT LOGISTICS CHIEF NAME AND SIGNATURE	18. DATE (YYYYMMDD)
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The above request is  APPROVED     DISAPPROVED

*I certify this  is  is not a valid request.*

19. COMMENTS

20. MILITARY INSTALLATION APPROVING AUTHORITY OR DESIGNEE'S PRINTED NAME AND SIGNATURE	21. DATE (YYYYMMDD)
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