

GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT

FACILITY USAGE GUIDELINES

Facility Request forms must be completed in full and submitted along with any additional required information prior to the use of any of the GKB Facilities.

The Facility Request form is located on the GKB website (www.gkb.k12.in.us). First, click on the About GKB CSD tab. Next, click on the Facilities tab. The request forms are located on the left in the gray area.

To reserve the facility, click on the tab that best describes your facility request. If you are a Garrett-Keyser-Butler employee, and this is for a school related function, please use the Facility Request Form or Athletics Facility Request Form with **GKB login required**. If the event is for another purpose, please use the Facility Request Form (Community) or Athletics Facility Request Form (Community).

A facility request must be completed in advance of the requested date.

A fee may be assessed for the non-school related event. See Board Policies #7510 and #7510.01 for more information.

After reviewing the Facility Request, the request will be approved or denied. A response will be returned to the person making the request and others as needed. The approved requests will be available to view on the calendar located under the Facility Calendar tab on the GKB website.